

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No. : IB_GOODS_2022-08-046

Name of Contract : PURCHASE OF IGF-FUNDED COMMON-USE OFFICE
SUPPLIES, JANITORIAL AND CONSUMABLES 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
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



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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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Section I. Invitation to Bid



INVITATION TO BID FOR PURCHASE OF IGF-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES FOR CY 2022

1. The **Kalinga State University**, through the **Internally Generated Fund (IGF) Fund for CY 2022**, intends to apply the sum of **One Million Two Hundred Twenty-Six Thousand Eight Hundred Twenty-Three Philippine Pesos and Ninety-Two Centavos (Php 1,226,823.92)** being the ABC to payments under the contract for **Purchase of IGF-Funded Common-Use Office Supplies, Janitorial, and Consumables for CY 2022/IB_Goods_2022-08-046**. 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 613,411.96); **or**
 2. For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 306,705.98); **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 306,705.98). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 153,352.99).

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 **August 11, 2022 (Thursday) until 10 am of August 31, 2022 (Wednesday)** from the given address and websites below, *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount 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 **August 19, 2022 (Friday), 10 am** at the **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: meet.google.com/egh-dtti-bxu, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **10 am on August 31, 2022 (Wednesday)**. Late bids shall not be accepted.



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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 August 31, 2022 (Wednesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/tfb-crkz-poc. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.
11. The **Kalinga State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

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

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ksu.edu.ph/bid/purchase-igf-funded-common-use-office-supplies-janitorial-and-consumables-cy-2022>

August 10, 2022

(Sgd)
ROMUALDO U. WACAS, PhD
BAC Chairperson for Bulanao Campus



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Purchase of IGF-Funded Common-Use Office Supplies, Janitorial, and Consumables for CY 2022**, with identification number **IB_Goods_2022-08-046**.

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 Twenty-Six Thousand Eight Hundred Twenty-Three Philippine Pesos and Ninety-Two Centavos (Php 1,226,823.92)**.

2.2. The source of funding is:
Internally Generated Fund (IGF).

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**.



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"> 1. A contract similar to the project with 50% of the ABC (Php 613,411.96); or 2. For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 306,705.98); 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 306,705.98). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 153,352.99). <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 Php 24,536.48, 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 61,341.20, 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"> 1. Performance Security. The Winning Bidder shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project. <p>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD) - Revised Edition, to guarantee its faithful performance of obligations under the contract, subject to the following:</p> <ol style="list-style-type: none"> 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. 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. <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"> 1. Delivery Receipt 2. Supplier's Sales Invoice



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

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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>“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the Kalinga State 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) and Section VII (Technical Specifications).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is:</p> <p>Mr. Joseph Tracy D. Labbutan Supply and Property Officer Supply and Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao Tabuk City 3800, Kalinga, Philippines</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.



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	<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; andb. 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; andii. 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 EntityName of the SupplierContract DescriptionFinal DestinationGross weightAny special lifting instructionsAny special handling instructionsAny 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>



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	<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: Testing and Sealing by the Inspectorate and Acceptance Committee of the University, including a COA representative, TWG, and end-users representatives.



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 IGF-Funded Common-Use Office Supplies, Janitorial and Consumables for Cy 2022	1	Lot	Delivery shall be completed within FORTY-FIVE (45) CALENDAR DAYS 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



Section VII. Technical Specifications

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Technical Specifications

ITEM NO.	ITEM AND DESCRIPTION	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>
I. COMMON-USE SUPPLIES AND DEVICES				
1	Acrylic paint, Water based, 250 ml per can, Black	1	can	
2	Acrylic paint, Water based, 250 ml per can, White	1	can	
3	Acrylic paint, Water based, 250 ml per can, Blue	1	can	
4	Acrylic paint, Water based, 250 ml per can, Red	1	can	
5	Acrylic paint, Water based, 250 ml per can, Yellow	1	can	
6	Air humidifier with Scent Oil	3	unit	
7	AIR PURIFIER, IONIZER	1	unit	
8	Alcohol Dispenser, Automatic with temperature scanner and stand	3	unit	
9	ARCH FILE, 13 1/2" H x 11" W x 3" diameter, Green	24	piece	
10	Automatic Voltage Regulator, SVC-20000N, Input 160V-240V, Output 110V-220V	1	unit	
11	AVR, 3000watts w/ time delay	1	unit	
12	BALLPEN, Ordinary, 12 pieces per box, Color: Black	6	box	
13	BALLPEN, Ordinary, Black, 50 pieces per pack	10	pack	
14	BALLPOINT PEN, High-Quality Writing, BP-S FINE, 12 pieces per box, Black	17	box	
15	BALLPOINT PEN, High-Quality Writing, BP-S FINE, 12 pieces per box, Blue	1	box	
16	BALLPOINT PEN, High-Quality Writing, BP-S FINE, Black	6	piece	
17	BATTERY, AA6, 4 pieces per pack	20	pack	
18	BATTERY, CR2 Lithium (+3V)	10	piece	
19	Bed sheet, Linen, single size, color: white	5	piece	
20	Blade, Chef knife, 10-12 inches	2	piece	
21	Cabinet, Steel Filing, 4D, Lateral	15	unit	
22	Cable, 3.5mm to 2 RCA Audio cable RCA AUX Cable	3	piece	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
23	Call bell, Mechanical, Stainless Steel, Size: 80*80*55mm	2	piece	
24	Canvas board, 17" x 20"	12	piece	
25	Catalog Envelope, 6" x 9", 100 pieces per box	60	box	
26	Certificate Frame, (8.5" x 11")	20	piece	
27	CERTIFICATE FRAME, A4	5	piece	
28	Charcoal pencils, 12 pieces per set	12	set	
29	CLIP BOARD with cover, 13-1/2" x 9-1/4"	10	pcs	
30	Coffe Mug, 220 ml capacity	4	dozen	
31	Coffee Mug, Personalize (White)	20	piece	
32	Coffee Mugs, 150ml, 12pcs/dozen	2	dozen	
33	Coffee Percolator Double Wall Stainless Steel 100% Stainless Steel Construction 15 Liters Capacity/ 100 cups (3oz) Coffee Strainer Warm & Boil Indicator with Thermostat Water Gauge Heat Resistant Handles Anti-drip Dispenser 1650 Watts	1	unit	
34	Coffee Percolator Double Wall Stainless Steel 100% Stainless Steel Construction, 12 Liters Capacity, Coffee Strainer Warm & Boil Indicator with Thermostat Water Gauge Heat Resistant Handles Anti-drip Dispenser 1650 Watts	1	unit	
35	Coffee Percolator Double Wall Stainless Steel 100% Stainless Steel Construction, 8 Liters Capacity, Coffee Strainer Warm & Boil Indicator with Thermostat Water Gauge Heat Resistant Handles Anti-drip Dispenser 1650 Watts	2	unit	
36	Coffee/ Powder Container, 500 grams capacity	3	piece	
37	Colored paper (A4), Assorted	1	ream	
38	COLORED PAPER, Assorted Colors, Legal	2	ream	
39	COLORED PAPER, Assorted Colors, Letter	1	ream	
40	Colored Paper, Color: Spring Green, 250 sheets/pack	10	pack	
41	COLORED PAPER, Legal, apple green	2	ream	
42	Computer speakers, STERO SPEAKERS, USB powered	1	set	
43	Computer Table, 3 layers	1	Unit	
44	Connector wire connect to laptop to speaker and to	1	piece	
45	Cork board 3ft x 3ft	1	unit	
46	Cork Board, 2' x 3'	1	unit	
47	Cork Board, 3ft x 5ft with aluminum framing	1	unit	
48	CURTAIN HOLDER, 3/4"	20	piece	
49	CURTAIN ROD END, 3/4"	20	piece	
50	CURTAIN RODS, 3/4", 84"	10	piece	
51	CURTAIN, Light Green (Katrina Fabric) 210" x 140"	3	piece	
52	CURTAINS, 3-in1 set, (2 green, 1 white), 6ft. X 8ft.	2	set	
53	CURTAINS, 3-in1 set, (2 green, 1 white), 8ft. X 8ft.	2	set	
54	CURTAINS, Golden Yellow, 5ft. X 8ft.	18	piece	
55	CURTAINS, Green, 52inch x 87inch	20	piece	
56	CURTAINS, Plain, 54"W X 72"L, Linen Cloth, Cream,	36	piece	
57	CURTAINS, Royal Blue, 5ft. X 8ft.	18	piece	
58	Data File Box with cover, 15 1/2" W x 11" H x 11 1/2" diameter	16	piece	
59	Desktop Document Holder with Adjustable Clip, 150 Sheet Capacity, Black, 25 1/2" x 12"	3	unit	
60	DISH CABINET, 3 layer cabinet, with 3 drawers	1	piece	
61	Disinfection Gun, Nano Anion	1	unit	
62	Divider, 4-Panel, Wood	1	unit	
63	DRINKING GLASS, Tall, Clear, 500ml capacity, 12pcs/dozen	4	dozen	



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64	DUCT TAPE, 2", Black	2	roll	
65	DUCT TAPE, 2", Light Orange	2	roll	
66	DUCT TAPE, 2", Yellow	5	roll	
67	ELECTRIC FAN, Stand fan, Metal Blade, 18" diameter	5	unit	
68	Electric Fan, Stand Type, 16" diameter, Metal Blade	5	unit	
69	Electric Fan, Stand type, high quality	3	unit	
70	Emergency Lamp, Automatic Operation, Light Source: 2x1W High Power SMT LED, Battery: 4V 4.0Ah Sealed Lead Acid, Charging Time: <20 hours, Performance Time:≤6 hours (at full charge)	1	unit	
71	ENGINEERS FIELD BOOK, 8"x4", 100pages	10	book	
72	ENVELOPE, DOCUMENTARY, for legal size document	150	piece	
73	Envelope, Documentary, letter, 500 pieces per box	1	box	
74	Envelope, Kraft Catalog, 6 inch x 9 inch	1000	piece	
75	Extension Cord, 15m/roll, 5 female outlets	2	unit	
76	Extension Cord, 3 gang, 5 meters per set	3	set	
77	Extension wire, 10 meters per set	3	set	
78	Extension Wire, 20 Meters, 3 socket	2	piece	
79	Flash Drive, 32 GB capacity	12	piece	
80	Flash Drive, 64G	2	piece	
81	Flash Drive, 64gb (OTG)	2	piece	
82	Folder, Plastic, Sliding, Legal	20	piece	
83	Folder, Plastic, Sliding, Short	20	piece	
84	Folder, Plastic, Sliding, Short, Green	20	Piece	
85	FORK, stainless, 12pcs/dozen	3	dozen	
86	Fuse, 60 amperes, 220 volts	5	piece	
87	Geena Cloth, 50 yards per roll, Cream	1	roll	
88	Geena Cloth, 50 yards per roll, dark blue	1	yard	
89	Geena Cloth, 50 yards per roll, Gold	1	yard	
90	Geena Cloth, 50 yards per roll, light blue	1	yard	
91	Geena Cloth, 50 yards per roll, white	1	yard	
92	Gloves, Latex, Powdered, Blue , Medium, 100pieces per box	5	box	
93	Glue, All-purpose, 130 grams per tube	2	tube	
94	Gun tacker Wire, 15 mm	2	box	
95	Gun Tacker, heavy duty	1	unit	
96	HDMI connector, 1.5 meters, use to connect the Laptop and the LCD Projector	1	unit	
97	Illustration boards, 1/4	12	piece	
98	Index Card, (3" x 5")	100	piece	
99	Infrared Thermometer with Automatic Sanitizer Dispenser	1	unit	
100	Ink, compatible for Epson Printer, 003, Black	215	bottle	
101	Ink, compatible for Epson Printer, 003, Cyan	110	bottle	
102	Ink, compatible for Epson Printer, 003, Magenta	104	bottle	
103	Ink, compatible for Epson Printer, 003, Yellow	105	bottle	
104	Laminated Padlock for Gate (50mm) Short Shackle	12	piece	
105	Laminator Machine Hot/Cold/Reverse 220v, A3/A4 HD	1	unit	
106	Linen Board Paper Legal,Light Green	1	ream	
107	LINEN BOARD, 180 gsm, 100pcs/ream, A4, Light Green	2	ream	
108	LINEN BOARD, 180 gsm, 10pcs/pack, A4, Cream	27	pack	
109	Linen Board, 180gsm, 10pcs/pack, Legal, Light cream	6	pack	
110	Linen Board, 180gsm, 10pcs/pack, Legal, White	60	pack	



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111	Linen Board, 180gsm, 10pcs/pack, Letter, Cream	20	pack	
112	LOCKER CABINET, 15 Doors (88cm x 51cm x 182 cm	1	unit	
113	Marker, Highlighter Twin Liner Set of 5 (Yellow, Green, Blue, Red, Orange)	6	set	
114	MARKER, Permanent, broad type, 12 pieces per box, Black	1	box	
115	MARKER, Permanent, broad type, Black	5	piece	
116	MARKER, Permanent, broad type, refillable, color:blue	2	piece	
117	MARKER, Permanent, Ultra Fine Point, black	5	piece	
118	MARKER, Whiteboard, Broad type, 12pcs/box, Black	1	box	
119	MARKER, Whiteboard, Broad type, 12pcs/box, Blue	1	box	
120	MARKER, Whiteboard, Broad type, 12pcs/box, Red	1	box	
121	Master illustration board 15" x 20"	12	piece	
122	Measuring Tape, 100meters, Fiber Glass	2	piece	
123	Mobile Pedestal Office Steel Drawer, 2 layers, movable	1	unit	
124	Mobile pedestal Office Steel drawer, 3 layers, movable, H=23.5", W=15.5", D=22.5"	7	unit	
125	Multi-purpose filing pack	8	piece	
126	Notarial Seal, no.24, 40 pc/pack	30	pack	
127	Open Shelve - Rack (Rack, 5 Layers, 900mm x 200mm x 2,000mm)	6	unit	
128	Open Shelve, 5 Layers, Steel Frame and Frames, Powdered Coated, Black	3	unit	
129	Organizing tray/rack, Steel, 3 layers	5	unit	
130	Pad Paper, Yellow	1	pad	
131	Paint brushes set kit (10 pcs/set)	12	set	
132	Paper bag, Medium	20	pieces	
133	Paper Cutting Machine, A3, Wood Base	2	unit	
134	Paper, Multicopy, 80gsm, Short	16	ream	
135	Paper, Multi-Purpose, 8.5 X 24 In, 70gsm (customized size)	1	ream	
136	PAPER, Mylticopy, A3 (297 x 420 mm), 80gsm	3	ream	
137	PEN HOLDER, Multipurpose Stationery Pen Holder Office Supplies Table Desk Organizer Storage Box- BLACK	40	pieces	
138	PHOTO ALBUM, 20 pages, A4	3	piece	
139	PHOTO PAPER, 20 pieces per pack, legal, glossy	1	pack	
140	PHOTO PAPER, A4, 20 pieces per pack	10	pack	
141	Picture Frame Glass to Glass Frame (8"x10")in (10x12)	5	piece	
142	Plastic Bags, Clear / White, Small	20	roll	
143	Plate, 12 inches wide	2	dozen	
144	Presenter, wireless, high quality, Remote Presentation	1	piece	
145	Printer, 3 in 1, WI-FI ready, ink tank, ADF	5	unit	
146	Push Pin, Flat Head, 100/case	2	case	
147	PUSH PIN, hammer head, 100pcs/case	2	case	
148	PVC Binding Cover, 216mmx330mm, 100piece/pack	4	pack	
149	Ribbon, Typewriter	5	boxes	
150	Ring Binder, 1'	10	piece	
151	Ring Binder, 2'	14	piece	
152	Ring Binder, 3'	10	piece	
153	Ring Binder, Plastic, 1/2"	5	piece	
154	Ring Binder, Plastic, 3/4"	20	piece	
155	Rubber Stamp, Received	1	piece	
156	Rubber Stamp, Released	1	piece	



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157	Rubber Stamps	5	piece	
158	SALA SET (1 double, 2 single, 1 glass center table), foam, leather cover brown	1	set	
159	SALA SET (1 long chair, 2 single chairs, 1 glass center table), Foam, leather cover, black	1	set	
160	Self Inking Stamp "Received"	1	piece	
161	Self Inking Stamp "Released"	1	piece	
162	Self Inking Stamp "Returned"	1	piece	
163	Sign Pen, Black, G-Tec-C4	1	box	
164	Sign Pen, Green, liquid/gel ink, 0.7mm needle tip	2	box	
165	Speaker, powerful, wireless, 750-1000-watt, w/ 1-unit microphone + USB playback, & AM & FM	1	unit	
166	Spoon, standard size, high quality, non tarnish/non rust stainless	5	dozen	
167	Stick on arrow, sign here tab, 10sets/pad	49	pad	
168	STICKER PAPER, 10 pcs/pack, A4, white	8	pack	
169	Still pins (26mm)	20	mat	
170	Storage and Organizing box - high impact resistant 35L	2	unit	
171	Surge Protector Extension Cord with Individual Switch 4 gang	5	piece	
172	SURGICAL MASK, 3 ply, 50 pieces per box	70	box	
173	Swivel Chair, Executive Chair Mesh with Head Rest Black: High quality mesh with lumbar support, Nylon back frame & armrest, Adjustable head rest, Aluminum base	1	unit	
174	Swivel Chair, Gas Type, Clerical with arm rest	5	unit	
175	Swivel Chair, Senior Executive chair; high back with tilting and reclining back rest; leather finish; black color; B9	2	Unit	
176	Table, Junior Executive, 1 Center Drawer, 6 Side Drawer	1	piece	
177	TABLESPOON, stainless, 12pcs/dozen	3	dozen	
178	Tape Measure, 10 meter, Steel, Heavy duty tylon coated	10	piece	
179	TAPE, Double sided, 1/2"	14	roll	
180	Tray, Plastic	1	piece	
181	UPS, 650VA, Backups with AVR, output, power capacity: 300 Watts / 500 VA	5	unit	
182	USB C-digital AV Multiport, compatible for MAC computers	1	piece	
183	USB Extension, Male to Female USB Cable, 5 Meters	2	piece	
184	Vacuum Cleaner, Wet and Dry, 120W, Vacuum Suction: 4000(Mbar)	1	unit	
185	VCD rewritable	15	piece	
186	Wall clock, analog, 16 inches	1	unit	
187	WALL CLOCK, Analog, 18", White	1	piece	
188	Water containers; 25 liters; round plastic for water dispenser	2	piece	
189	WATER DISPENSER, (hot-500Watts, cold- 85watts, 230 volts ac 60Hz, high-speed cooling system, adjustable temperature control) with a gallon	1	unit	
190	Window Squeezer, Adjustable Long Handle	2	piece	
191	Wireless earphones, bluetooth version driver size 5.8, driver sensitivity @ 1 khz is 96, dynamic freq, range is 20 Hz-20KHz, ohms is 14	1	set	
192	Wireless Mouse, 20,000 DPI Focus+optical sensor w/ 99.6% resolution accuracy, up to 650 inches/second (IPS)/50 G acceleration, dual wireless-hyperspeed (2.4Ghz) and BLE, 70M clicks, 100% PTFE mouse feet, Ergonomic right handed design with textured side grip	1	piece	
II. COMMON-USE JANITORIAL SUPPLIES				
193	ALCOHOL, SPRAY Nozzle, ethyl, 70% scented, 500 ml per bottle	20		
194	BATH SOAP, 135g, white	24		
195	BATH SOAP, Jumbo size	5		



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
196	BLEACH, Original, 1000ml per bottle	91		
197	Broom and Dustpan Set, 2 in 1 Plastic, Dust Pan with Handle Cleaning Brush Broom Floor Sweep	15		
198	Broom, for cab-web, tiger grass	2		
199	Dishwashing Liquid, 1000ml per bottle	12		
200	DISHWASHING LIQUID, 500ml per bottle	40		
201	DISHWASHING PASTE, 150g	3	piece	
202	DISHWASHING PASTE, Anti-Bacterial 400g	15	piece	
203	DISHWASHING SPONGE	18	piece	
204	DISINFECTANT ATOMIZER SOLUTION (Hydrochlorous acid)	6	gallon	
205	Disinfecting DoorMat	5	piece	
206	Door Mat Rug, Rubber AntiSlip (22.5"x15")	2	piece	
207	Door Mat, Rectangle Cotton Cloth Floor Mat (20.5"x13)	4	piece	
208	Door/ Floor Mat, Cloth, Rectangular	2	piece	
209	Door/ Floor Mat, Rubberized, Rectangular	36	piece	
210	DOORMAT (Cloth)	17	piece	
211	Dust Duster cloth	5	piece	
212	Dustpan, metal	2	piece	
213	Fabric conditioner, 1 liter per bottle	2	bottle	
214	Garbage Bin / Trash Bin, Plastic Rattan Weaved design, With Pedal and Cover 16Liter capacity	6	piece	
215	Garbage bin, Rectangular, plastic with Cover, 30 Liters	15	piece	
216	Glass Cleaner, 1000 ml per bottle	29	bottle	
217	Glass Cleaner, 500ml per bottle	2	bottle	
218	Glass Wiper with handle	1	piece	
219	Hand sanitizer, Liquid , 750 ml per bottle	2	bottle	
220	Hand soap, Liquid, 750 ml per bottle	2	bottle	
221	Pail, 16 Liter capacity, with cover	2	piece	
222	Pail, 20 Liter capacity, with cover	12	piece	
223	Softbroom, kalinga made	4	piece	
224	Toilet Bowl Brush, Aluminum Hanle	3	piece	
225	Toilet Bowl Brush, wooden handle	10	piece	
226	Toilet Bowl Cleaner, 500ml per bottle	91	bottle	
227	Toilet Brush with stand, plastic	2	piece	
228	Toilet Brush with stand, plastic	2	piece	
229	Toilet Deodorant Cake, 100g	25	piece	
230	Toilet Deodorant Cake, 100g, 3 pieces per pack	18	piece	
231	TOILET TISSUE PAPER, 12 rolls/bag, 3 ply	48	bag	
232	Tornado spin mop stainless wringer bucket with mop pole and microfiber mop heads eco series 360-degree spin mop head	4	set	
233	WATER DIPPER	6	piece	
Terms and Conditions:				
	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.			



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	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 Equipment'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) Three (3) months Warranty, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies/items.	
	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"> 1. Delivery Receipt 2. Supplier's Sales Invoice 3. Operations and Maintenance Manual 4. Warranty or KSU will deduct 1% on the total value of the items as Retention Money 	

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	:	PURCHASE OF IGF-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES FOR CY 2022
Approved Budget for the Contract	:	Php 1,226,823.92
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, and		
<input type="checkbox"/>	C. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<i>Technical Documents</i>			
<input type="checkbox"/>	E. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and		
<input type="checkbox"/>	F. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; This statement shall be supported with any of the following as applicable: a) For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, or 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; and		
<input type="checkbox"/>	G. Original copy of Bid Security. If in the form of a Surety Bond, also submit a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration; and		
<input type="checkbox"/>	H. Conformity with Technical Specifications, which include Production/ Delivery Schedule based on Section VI- Schedule of Requirements, and After-Sales/Parts, if applicable and		



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ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	I. Original duly signed revised Omnibus Sworn Statement, with the following supporting paragraphs as follows:		
	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, 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 the attached ID of AMO <i>and</i>		
<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. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.		



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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	:	PURCHASE OF IGF-FUNDED COMMON-USE OFFICE SUPPLIES, JANITORIAL AND CONSUMABLES FOR CY 2022
Approved Budget for the Contract	:	Php 1,226,823.92
Name of Bidder	:	
Address of Bidder	:	

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

