

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No. : IB_GOODS_2023-02-010

Name of Contract : PURCHASE AND DELIVERY OF OFFICE SUPPLIES,
MATERIALS AND EQUIPMENT INCLUDING JANITORIAL
AND CONSUMABLES FOR CY 2023

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



Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	2
Section I. Invitation to Bid	4
Section II. Instructions to Bidders	7
1. Scope of Bid	8
2. Funding Information	8
3. Bidding Requirements	8
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	8
5. Eligible Bidders	8
6. Origin of Goods	9
7. Subcontracts	9
8. Pre-Bid Conference	9
9. Clarification and Amendment of Bidding Documents	9
10. Documents comprising the Bid: Eligibility and Technical Components	9
11. Documents comprising the Bid: Financial Component	9
12. Bid Prices	10
13. Bid and Payment Currencies	10
14. Bid Security	10
15. Sealing and Marking of Bids	10
16. Deadline for Submission of Bids	10
17. Opening and Preliminary Examination of Bids	11
18. Domestic Preference	11
19. Detailed Evaluation and Comparison of Bids	11
20. Post-Qualification	11
21. Signing of the Contract	11
Section III. Bid Data Sheet	12
Section IV. General Conditions of Contract	14
1. Scope of Contract	15
2. Advance Payment and Terms of Payment	15
3. Performance Security	15
4. Inspection and Tests	15
5. Warranty	15
6. Liability of the Supplier	15
Section V. Special Conditions of Contract	16
Section VI. Schedule of Requirements	20
Section VII. Technical Specifications	21
Section VIII. Checklist of Technical and Financial Documents	35



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



Republic of the Philippines
KALINGA STATE UNIVERSITY
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

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.



Republic of the Philippines
KALINGA STATE UNIVERSITY
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

Section I. Invitation to Bid



Republic of the Philippines
KALINGA STATE UNIVERSITY
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

**INVITATION TO BID FOR PURCHASE AND DELIVERY OF OFFICE SUPPLIES,
MATERIALS AND EQUIPMENT INCLUDING JANITORIAL AND CONSUMABLES FOR
CY 2023**

1. The Kalinga State University, through the Regular Agency Fund (RAF) Fund for CY 2023, intends to apply the sum of Four Million Five Hundred Four Thousand Six Hundred Sixty-Eight Philippine Pesos and Sixty-Three Centavos (Php 4,504,668.63) being the ABC to payments under the contract for **Purchase and Delivery of Office Supplies, Materials and Equipment including Janitorial and Consumables for CY 2023/IB_Goods_2023-02-010**. 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:
 - a. A contract similar to the project with 50% of the ABC (Php 2,252,334.31); or
 - b. For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 1,126,167.16); or
 - c. 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 1,126,167.16). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 563,083.58).

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 6, 2023 (Monday) until 10 am of February 28, 2023 (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 16, 2023 (Thursday), 10 am** at the **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National**



Republic of the Philippines
KALINGA STATE UNIVERSITY
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

Highway, Purok 6, Bulanao, Tabuk City, Kalinga, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: meet.google.com/gye-wpvv-pxt, 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 February 28, 2023 (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 February 28, 2023 (Tuesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/zom-dftn-jfq. 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:

Ricky James B. Sagun
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-and-delivery-office-supplies-materials-and-equipment-including-janitorial-and>

February 3, 2023

(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 and Delivery of Office Supplies, Materials and Equipment including Janitorial and Consumables for CY 2023**, with identification number **IB_Goods_2023-02-010**.

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 2023** in the amount of **Four Million Five Hundred Four Thousand Six Hundred Sixty-Eight Philippine Pesos and Sixty-Three Centavos (Php 4,504,668.63)**.

2.2. The source of funding is:
Regular Agency Fund (RAF).

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

--



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 2,252,334.31); or 2. For these Expendable Supplies, the SLCC must be at least 25% of the ABC (Php 1,126,167.16); 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 1,126,167.16). The largest of these similar contracts must be equivalent to at least half of the 25% of the ABC (Php 563,083.58). <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 90,093.37 (2%) 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 225,233.43 (5%) 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

--



Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p style="padding-left: 40px;">“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the Kalinga State 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 style="padding-left: 40px;">Mr. Joseph Tracy D. Labbutan Supply and Property Officer Supply and Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao Tabuk City 3800, Kalinga, Philippines</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, insufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements), and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 30 days. <i>If not used, a time period of 90 days, which is three times the warranty period.</i></p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p>



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

	<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 AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT INCLUDING JANITORIAL AND CONSUMABLES FOR CY 2023	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 and One (1) year, in the case of Non-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

--



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>
I. COMMON-USE SUPPLIES AND DEVICES				
1	Aircon, Window Type Inverter, 2.5HP with Installation	1	unit	
2	Arc File Folder, 13 1/2" H x 11" W x 3" diameter, Color:	2	piece	
3	Arc File Folder, Horizontal, A4, 3"	4	piece	
4	Arc File Folder, Horizontal, Legal, 3"	4	piece	
5	ARCH FILE FOLDER, 13 1/2" H x 11" W x 3" diameter, Blue	190	piece	
6	ARCH FILE FOLDER, 13 1/2" H x 11" W x 3" diameter, Green	205	piece	
7	ARCH FILE, 13 1/2" H x 11" W x 3" diameter, RED	25	piece	
8	Automatic Alcohol Dispenser with stand, Sensor and Thermal Scanner	2	unit	
9	Ball Point Pen, High Quality Writing, BP-S Fine, 12pcs/box, Red	4	box	
10	Ball Point Pen, High Quality Writing, BP-S Fine, 12pcs/box, Black	91	box	
11	Ballpen, Black, quality writing output, Non-press, with cap	4	piece	
12	Ball Point Pen, High Quality Writing, BP-S Fine, 12pcs/box, Blue	18	box	
13	Ballpen, Ordinary, 12pcs/box, Blue	2	box	
14	Ballpen, Ordinary, Blue	8	piece	
15	Ballpen, Ordinary, 12pcs/box, Black	41	box	
16	Ballpen, Black (ordinary)	6	piece	
17	Ballpen, Ordinary, 50pcs/box, Black	26	box	
18	BATTERY, Re-chargeable, Triple-A size	5	pack	
19	Binding Machine, A4 Professional Manual, 34-Round Hole, Punch 15, Bind 130 Sheets	1	unit	
20	Book Ends (Specification: Hight: 17 cm/ 7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g)	14	pair	
21	BOOKSHELVES, Made of Chipboard, 4 layers, 8 shelves	2	unit	
22	Breadboard, 830 Points Solderless Pcb Test Board Mb-102 Syb-120	10	pair	
23	Cabinet, Material: Fur · Drawer Paper Size .Dimension : W600 x D300 x H1520	3	unit	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
24	Cabinet, Multi-function Storage, Wood, 60cm x 43cm x 26 cm	2	unit	
25	Cabinet, Steel Filing, 4D Lateral	14	unit	
26	Cabinet, Steel Filing, 4D, Vertical	6	unit	
27	Cabinet, Steel Filing, 4D, Vertical, Beige	1	unit	
28	Cabinet, Steel Filing, 4D, Vertical, White	3	unit	
29	Cabinet, Steel, 4 doors, with safe vault	1	unit	
30	CALCULATOR, SCIENTIFIC, 1 unit in individual box	2	unit	
31	CALCULATOR, Scientific, New equation mode, Random integers, Fraction calculations, Combination and permutation Statistics (List-based STAT data editor, standard deviation, regression analysis), 9 variables, Table function, Comes with new slide-on hard case, Equation calculations, Integration/differential calculations, Matrix calculations Vector calculations, Complex number calculations CALC function, SOLVE function, Base-n calculation	2	unit	
32	Camera, Sensor: APS-C CMOS Sensor with 24.1 MP (high resolution for large prints and image cropping) ISO: 100-6400 sensitivity range (critical for obtaining grain-free pictures, especially in low light) Image Processor: DIGIC 4+ with 9 autofocus points (important for speed and accuracy of autofocus and burst photography) Video Resolution: Full HD video with fully manual control and selectable frame rates (great for precision and high-quality video work) Connectivity: WiFi, NFC and Bluetooth built-in (useful for remotely controlling your camera and transferring pictures wirelessly as you shoot) Lens Mount: EF-S mount compatible with all EF and EF-S lenses (crop-sensor mount versatile and compact, especially when used with EF-S lenses)	2	unit	
33	Cartolina, Assorted colors, quality	30	piece	
34	CD/DVD REWRITABLE, 700MB	1	box	
35	Certificate Frame (8.5" x 11")	87	piece	
36	Certificate Frame, A4	89	piece	
37	Certificate Holder A4	105	piece	
38	Chalk, Dustless, Colored, Assorted Colors, 100pcs./box	6	box	
39	Clear Book file folder organizer (Long Size, 30 Pockets, Black/White)	110	piece	
40	Clipboard, Durable, 9" x 14"	10	piece	
41	Colored paper, assorted colors, A4	8	ream	
42	Colored paper, assorted colors, legal	14	ream	
43	Colored paper, assorted colors, letter	1	ream	
44	COLORED PAPER, Legal, apple green	10	ream	
45	COLORED PAPER, Yellow, Folio	1	ream	
46	Compact Disc (rewritable) with cover, 4.7gb	15	piece	
47	Computer Table, 3 Layers	4	unit	
48	Computer table, 3 layers, metal frames	1	unit	
49	Continous Form, 3ply, 11" x 5.5", 500sets/box, carbonless	6	box	
50	Cork Board 12" x 18"	1	unit	
51	Cork Board, 2' x 3'	2	unit	
52	Cork Board, 3ft x 5ft	1	unit	
53	Cork Board, 3'x 3'	1	unit	
54	Cork board, 4ft x 5ft	23	unit	
55	Correctional Fluid, touch and go, 50 ml. tube	2	tube	
56	Curtain Ends, 2" Cap	8	piece	
57	Curtain Holder, 2"	8	piece	
58	Curtain Rod , 16ft/pc, 2"	1	piece	
59	Curtain, Plain Color, Mint Green , Size: 5ft Length 6ft Height	4	piece	
60	Curtain, Plain, Color Apple green (8 rings, 215 cm Length, 140 cm(Width)	15	piece	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
61	Curtain, Plain, Mint Green (8 rings, 215 cm Length, 140 cm (Width)	25	piece	
62	Curtain, Plain, Mint Green (8 rings, 215 cm Length, 140 cm (Width)	8	piece	
63	Cutter, heavy duty	2	piece	
64	Data File Box with cover, 15 1/2" W x 11" H x 11 1/2" diameter	53	piece	
65	Data File Box with cover, 15 1/2" W x 11" H x 11 1/2" diameter, Black	6	piece	
66	Data file box, made of chipboard, with closed ends 15" x 10" x 5"	303	piece	
67	Data file box, made of chipboard, with closed ends, Green 15" x 10" x 5"	25	piece	
68	Data File Box, magazine file cartoon, size-15.5" x 10" x 4.5"	10	piece	
69	Desk fan (floor fan, 16 in blade, 230V AC, 60 Hz)	1	unit	
70	Desktop monitor, 24 inches, LCD	1	unit	
71	DESKTOP STORAGE BOX, transparent pen holder frosted simple oblique insertion type multifunctional stationary tube, material: plastic, with compartments, no cover, Capacity: 12*7cm 25*5cm	1	piece	
72	Digital Voice Recorder, Enlarged OLED Display and Recording LED, Internal 4GB Memory & microSD Expansion, Highly Sensitive S-Microphone	1	unit	
73	Digital Voice Recorder, with USB connector	1	unit	
74	Dining set, 6-seater, long backrest, Wooden Cushion	1	set	
75	Dish Cabinet, dual upper storage spacious dish rack durable, 46 cm length	1	piece	
76	Dish Cabinet, dual upper storage spacious dish rack durable, 46cm length, 37cm width, 59cm height	1	piece	
77	Dish Drainer with spoon and pork drawer, white, medium	1	piece	
78	Disinfecting DoorMat	5	piece	
79	Disposable Gloves Nitrile Vinyl Latex Free Powder Free Non-Sterile Healthcare Food Handling Use Personal Protective Equipment Tattoo Gloves Multi-Purpose, 100Pcs/Box	2	box	
80	Document Holder, Monitor mounted, Adjustable, copy clip holds up to 35 sheets of paper	1	piece	
81	Document Tray Metal 3 Layer, Heavy Duty	3	piece	
82	Door Mat (Cloth)	21	piece	
83	Door Mat (plastic/Rubberize), 13" X 20"	36	piece	
84	Door mat, rubberized, 13" x 24"	2	piece	
85	Doormat, Disinfecting, 2 in 1, (85cmx50cm)	6	piece	
86	Drawer Dish Cabinet/Organizer Dimension: L61cmXW33cmX156cm	1	unit	
87	Dressmaker Pin 20 mats per box	5	box	
88	Drone, with standard Remote, Weighs Less than 249 g, Tri-Directional Obstacle Sensing (Forward/Backward/Downward), Record Up to 4K/60fps Video and 4K/30fps HDR Video, 34-min Max Flight Time, True Vertical Shooting, FocusTrack (ActiveTrack, Spotlight, and Point of Interest), MasterShots, Timelapse	1	unit	
89	Drone, Flymore Kit Plus, Intelligent Flight Battery x 2 (each battery provides a 34-min* max flight time), Two-way Charging Hub x 1, Propellers (pair) x 2Screws x 12, Shoulder Bag x 1, USB 3.0 Type-C Data Cable x 1, One Intelligent Flight Battery provides a 34-min* max flight time, giving you more peace of mind when you're in the air.	1	unit	
90	DSLR Camera, 24.1-megapixel APS-C CMOS sensor + 4K video recording, All cross-type 45-point AF (viewfinder) and Dual Pixel CMOS AF (Live View), Wi-Fi connectivity + user-friendly ergonomics and interface	1	unit	
91	Duct Tape 2", Mustard yellow	2	roll	
92	Duct Tape, 2"	22	roll	
93	DUCT TAPE, 2", color: green	31	roll	
94	DUCT TAPE, 2", color: silver	3	roll	
95	DUCT TAPE, 2", color: Yellow	28	roll	
96	Duct Tape, 2", color: black	15	roll	
97	Duct Tape, 2", color: blue	40	roll	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
98	Duct Tape, 2", color: red	15	roll	
99	DVD-RW, 4.7GB, Rewritable Blank Disk with cover	20	piece	
100	ECO BAG, large, green	50	piece	
101	ECO BAG, medium, green	50	piece	
102	ECO BAG, small, green	50	piece	
103	Electric Fan, Stand Fan, Metal Blade, 16"	1	unit	
104	Electric Fan, Stand Type, 18" plastic blade	5	unit	
105	Electric Kettle (Stainless, 1.8 L)	1	unit	
106	Engineers field book, 8"x4", 100pages	5	book	
107	Envelope, Documentary, for filing, 8.8 x 9 inches(kraft)	2000	piece	
108	Envelope, Documentary, legal	200	piece	
109	Envelope, Documentary, letter	200	piece	
110	Envelope, Expanding, Kraftboard, Legal	39	piece	
111	Envelope, Expanding, Kraftboard, Legal, 100pcs/box, Red	1	box	
112	Overhead Projector, Eb-X51 Xga 3Lcd	1	unit	
113	Eraser, plastic or rubber	2	piece	
114	Facemasks (50 pcs/pack), 3 ply	5	box	
115	Facial tissue, 3 ply, 140 pulls/box	24	box	
116	Fastener with high density, 50pcs/pack	10	pack	
117	Fastener, metal, non-sharp edges, 6.5 inches long, 700 mm	2	box	
118	FASTENER, plastic, FS-5507 Assorted 7cm/50 Box	11	box	
119	File Box / Magazine Box Horizontal 240mmx120mmx390mm	30	box	
120	File Organizer, Expanding, plastic, legal	5	piece	
121	File Tab Divider, Letter	100	set	
122	File/Magazine File Holder/Organizer (3-layer compartments)	34	piece	
123	File/magazine file holder/organizer(3-layer compartments) metal	2	piece	
124	Film Resistors Assortment Kit 43 Values, 860pcs 1 ohm-1M ohm 1/4W	10	set	
125	Fire Extinguisher (Green) HFC-123 10LBS.	1	unit	
126	FIRST AID EMERGENCY KIT, complete set/42 pcs, Package Contents: 1 Storage bag, 1 Roll elastic bandage, 4* Povidine- Iodine Prep Pad, 10* Band-aid, 1 Roll silicone tourniquet, 1 Small scissors, 10*Alcohol Pad, 1 Roll of medical tape, 10* pcs of Individual needles, 2* sterile gauze pieces, 1 Plastic tweezer	40	set	
127	Flash Drive ,16 GB, plug and play usb	2	piece	
128	Flash Drive 1TB for iphone iPad Android Photostick 4 in 1 Pen Drive TYPE-C Pendrive, OTG, USB	2	piece	
129	Flash Drive, 16GB capacity	11	piece	
130	Flash Drive, 32GB capacity	46	piece	
131	Flash Drive, 64GB capacity, dual drive, OTG USB 3.0	3	piece	
132	Flash Drive, 64GB capacity	9	piece	
133	Folder, Expanded, Metal Tab,	100	piece	
134	Folder, Expanded, Metal Tab, Red	50	piece	
135	Folder, Legal, white, 100pcs/pack	4	pack	
136	Folder, Morocco, Legal, 50 pcs/pack	2	pack	
137	Folder, Plastic, long, sliding	5	piece	
138	Folder, Plastic, short, sliding	5	piece	
139	Folder, Pressboard, Legal, size 210mm x 370mm, Green, EXPANDED	539	piece	
140	Folder, Pressboard, Legal, size 210mm x 370mm, Red, EXPANDED	20	piece	
141	Folder, Pressboard, Legal, size 210mm x 370mm, Yellow, EXPANDED	5	piece	
142	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, 100pcs/box, Green	55	piece	
143	Folder, with tab, A4	20	piece	
144	Folder, with tab, legal	62	piece	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
145	Folder, with Tab, Letter	81	piece	
146	Glue Gun, Heavy Duty, big size	22	piece	
147	Glue Gun, medium size	4	piece	
148	Glue Stick, large	50	piece	
149	Glue, All-purpose, 130 grams min	8	tube	
150	Glue, All-purpose, 300 grams min	9	tube	
151	Glue, All-purpose, 240 grams	57	tube	
152	Graphic Calculator with 2900+ functions, Large monochrome display dynamic geometry 64 x 128 dots, background lighting, memory: 61 kram, 1.5 mflash rom, Power source type: Batteries Dimensions: 18.4 x 9.15 x 2.12 cm, Weight: 225 g	1	unit	
153	Gun tacker wire	31	box	
154	Gun tucker, HD	4	unit	
155	HDMI cable 2.0, Optical fiber cable, 4K HD Cable, 10 meters, black	2	piece	
156	HDMI connector (1.5 meters), use to connect the Laptop and the LCD Projector	4	piece	
157	Headset Microphone/Lavalier Lapel Mic with UHF Bodypack Transmitter, Wireless , black	1	unit	
158	Marker, Green, Fluorescent	5	piece	
159	Hole Binding Ring (6-12mm 10pcs/pack)	2	pack	
160	Illustration Board, 1 Whole	1	piece	
161	INDEX CARD (8" X 5")	300	piece	
162	KSU Letterhead, long, size" 8 1/2" x 13"	5	ream	
163	KSU Stationary, short	2	ream	
164	Laminating Film, A3/A4, 55/80/125/200 microns, 100 sheets/pack	1	ream	
165	Laminating Film, letter size (8.5"x13") 250 microns	2	ream	
166	Laminating Machine, A3/A4 Size, (Hot/Cold), Laminator with Paper Cutter and Corner Trimmer	1	unit	
167	Laminator Machine, A3/A4, Hot/Cold/Reverse 220v (Heavy Duty Laminating Machine)	1	unit	
168	Laptop, 6570b/ 450 G1 Intel Core I3/I5/I7 SSD 480/240/120G Ultra-thin and Portable Computer 15.6 Inch HD Screen	1	unit	
169	LAPTOP, Color: Black, 13.4-inches FHD Core i5, 512GB SSD/8GB RAM/4GB GTX; OS License Windows 10, License MS Office 2019, Antivirus 2022 for two years, with backpack bag	1	unit	
170	Lifting Tape for Fingerprint, 1"	10	roll	
171	Linen Board, 180gsm, 10pcs/pack, A4, White	305	pack	
172	Linen Board, 180gsm, 10pcs/pack, A4, Pink	5	pack	
173	Linen Board, 180gsm, 10pcs/pack, A4, Cream	17	pack	
174	Linen Board, 180gsm, 10pcs/pack, Legal, Pink	5	pack	
175	Linen Board, 180gsm, 10pcs/pack, Legal, White	292	pack	
176	Linen Board, 180gsm, 10pcs/pack, Legal, Cream	40	pack	
177	Linen Board, 180gsm, 10pcs/pack, Letter, Cream	45	pack	
178	Linen Board, 180gsm, 10pcs/pack, Letter, White	170	pack	
179	Linen Paper, 180gsm, 10pcs/pack, A4, White,	38	pack	
180	Linen Paper, 180 gsm,10pcs/pack, A4, Cream,	25	pack	
181	Linen Paper, 90gsm, 100sheets/ream, A4, Cream	2	ream	
182	Linen Paper, 180gsm, Legal, Cream, 10pcs/pack	30	pack	
183	Linen Paper, 180gsm, Legal, White, 10pcs/pack	197	pack	
184	Linen Paper, 180gsm, Letter, white,10 pcs/pack	86	pack	
185	Luggage bag 20 kgs. Capacity (medium size with trolley , collapsible chrome handle, waterproof, dark blue, preferably samsonite brand	1	unit	
186	Luggage bag, 30 kgs. Capacity (large size with trolley , collapsible chrome handle, waterproof, dark blue, preferably samsonite brand	1	unit	
187	Magazine File Box, Large	5	piece	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
188	Magazine/Journal Stand (Wood, 20-Pocket Floor Stand, 21 x 4 x 49")	2	unit	
189	Magnetic Board Push Pin, 19mm x 25mm , 5pcs/pack	5	pack	
190	Magnetic Whiteboard Calendar (with Corkboard at bottom, 17" x 23", black, rectangular)	1	piece	
191	Marker for Projector, Permanent, Fine tip, 0.4mm	10	piece	
192	Marker, Permanent, black, fine point 12pcs/box	1	box	
193	Marker, Permanent, Broad Type, Refillable, Black	105	piece	
194	Marker, Permanent, Broad Type, 12pcs/box, Refillable, Black	16	box	
195	Marker, Permanent, Bullet Type, 12pcs/box, Refillable, Black	17	box	
196	Marker, Permanent, Bullet Type, Refillable, Black	15	piece	
197	Marker, Whiteboard, Broad Type, Refillable, Black	59	piece	
198	Marker, Whiteboard, Broad Type, Refillable, 12pcs/box, Black	9	box	
199	Marker, Whiteboard, Broad Type, Refillable, 12pcs/box, Blue	3	box	
200	Marker, Whiteboard, Bullet Type, Refillable, 12pcs/box, Black	12	box	
201	Marker, Whiteboard, Bullet Type, Refillable, 12pcs/box, Green	3	box	
202	Marker, Whiteboard, Bullet Type, Refillable, 12pcs/box, Red	4	box	
203	Marker, Whiteboard, Bullet Type, Refillable, Black	13	piece	
204	Microphone, cord, 10 meters	8	piece	
205	Microphone, Wired(Moving Coil DynamicPolar Pattem : UnidirectionalFrequency : 40Hz-16KhzSensitivity : 52dB-3dB(0dB-1V/Pa at 1KHz)Frequency)	2	unit	
206	Microphone, Wireless With 2 Pcs/Set Battery, chargeable	1	unit	
207	Mini Display Port to HDMI adapter, Mini DP male to HDMI Female Thunderbolt 2.0 to HDMI for Apple Macbook	3	piece	
208	Mobile Pedestal Office Steel Drawer, 2 layers, movable	2	unit	
209	Automatic Money Bill Counter Counting Machine with counterfeit detector	1	unit	
210	Monobloc Table 1201, Beige, square	1	unit	
211	MOUSE, optical, Wireless Connection Type	2	unit	
212	MULTIMEDIA PROJECTOR, Resolution Maximum (1,920x1,200), Brightness:4,000 ANSI Lumens (Standard/3,200 ANSI Lumens (ECO) Compliant with ISO 21118 Standard), Aspect Ratio: 4:3 (Native), 16:9 (Supported), Contrast Ration 4/13/202: Dynamic Black 20,000:1, Lamp Life: 4,500 hours (Standards), 10,000 hours (ECO), 15,000 (Extreme ECO); Accessories: White Screen	5	unit	
213	Netbook, Intel Core, i5	1	unit	
214	Note Pad, Stick-on, 2" x 1"	12	piece	
215	Laptop, Intel Core i5, 15.6" monitor, SSD: 256GB, ram: 8GB, Processor: AMD Ryzen 3	1	unit	
216	Notebook, 40 leaves, Spring	150	piece	
217	Office Table Metal, 120cm x 60cm x 75cm, side 3 Drawers with centralized lock, center drawer with lock	1	unit	
218	Open Shelve, Metal Frames and Shelves, Powder Coated, H 2000mm x L 900mm x W 400mm, 5 Layers	23	unit	
219	Organizing tray/rack 3 layers, steel	47	unit	
220	OTG, 4-in-1 flash drive USB 3.0 memory stick, Pendrive fast, 2TB, black	5	unit	
221	Paper, yellow ruled pad	10	pad	
222	PAPER BAG, large	70	piece	
223	PAPER BAG, Medium size	50	piece	
224	Paper catch/moisturizer	2	piece	
225	Paper Cutter, A5 Wood	20	unit	
226	Paper cutter/Trimmer, heavy duty, No. 8003, 15" x 12"	1	unit	
227	Paper Cutting Machine, A3, Wood Base	3	unit	
228	Paper Shredder Machine, Black, Shred Capacity: 16 sheets; Shred size: 4x40mm, Can shred: CD/DVD, Paper, Card, Paper Clip, Staple, Bin capacity: 31L, Size: 390x302x615mm	3	unit	
229	Paper Shredder, S-828	1	unit	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
230	Paper, Letter Size, Book Paper, 80 gsm	8	ream	
231	PAPER, MULTICOPY, A3, 80gsm	15	ream	
232	PAPER, MULTICOPY, Letter, 80 gsm	123	ream	
233	Paper, Multi-purpose, 8.5 x 24 in, 80 gsm	8	ream	
234	Paper, Multi-purpose, letter, 70gsm	20	ream	
235	Parchment Paper, 8.5" x 11", white	800	piece	
236	Perculator, 12L Capacity	2	unit	
237	Perculator, 8L Capacity	1	unit	
238	Photo Paper, 20 pcs/pack, A4, Glossy	100	pack	
239	Photo Paper, 20 pcs/pack, Legal, Glossy	35	pack	
240	Photo Paper, 20 pcs/pack, Letter, glossy	48	pack	
241	Photocopying Machine, Multi functional digital colour copier, Up to 21 pages per minute in A4 in colour and b/w, 1,200 dpi printing quality <ul style="list-style-type: none"> ▪Wi-Fi and Wi-Fi Direct as standard ▪Mobile printing support ▪Double-sided print, copy, scan and fax functionality as standard ▪Direct printing from and scanning to USB flash memory ▪Compact design with low-noise printing ▪Exceptionally low printing costs in its class 	1	unit	
242	Portable 7 Inch TFT LCD Display Screen Two In One Dual Channel Input Signal Generator Desktop Oscilloscope	1	unit	
243	Portable Sound System with Bluetooth, 15", 2 Way, 480W Powered, USB, SD & Wireless Mic	1	unit	
244	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	2	unit	
245	Printer PC Stand Shelf Computer Tower CPU Rack, 3 tier, 51 x 30 x 72cm	1	unit	
246	Printer, 3 in 1, Continuous Ink	2	unit	
247	Printer, 3-in-1, Wi-Fi ready, ink tank with ADF	17	unit	
248	Printer, Epson EcoTank, A4 Wifi Duplex, All-in-one Tank printer with ADF	3	unit	
249	Printer, Multi-Function Center with Wireless & Ethernet Connectivity, Automatic 2-sided Color Print, ADF - Scan/Copy/Fax. Professionally Designed for Fast Print Speeds, Low Cost High Resolution Photo Quality with Ultra High Yield Ink Bottles, Wi-Fi Direct, Mobile & USB Print	1	unit	
250	PRINTER, Print, Copy, Scan, fax with ADF Precision Core Printhead; 400 nozzles Black, 128 nozzles per color (cyan, magenta, yellow); up to 33 ppm/20ppm print speed; 600x 1200 dpi Maximum Copy Resolution; flatbed colour scanner, 1200 x 2400 dpi optical scanning resolution; high speed and auto-duplex	2	unit	
251	Projector Screen, Manual Pull Down 94in (50inx80in) 16:10	1	unit	
252	Push Pin, Flat head type, Assorted Colors, 100pcs/box	17	box	
253	PUSH PIN, hammer head type, Assorted colors, 100pcs/case	31	box	
254	PVC Binding Cover, A4, 200mic, 100 pcs/pack	5	pack	
255	PVC Binding Cover, Legal, 200mic, 100 pcs/pack	31	pack	
256	PVC Binding Cover, Letter, Blue	50	piece	
257	PVC Cutting Mat A1 - (90 x 60 cm / 36 x 24 in) 5-Layer Self-Healing Dual-Sided in Metric & Imperial Measurements	1	unit	
258	PVC Binding Cover 200microns, 100pcs/pack, Legal	1	pack	
259	Refill ink, for Friction Pen, Black	5	piece	
260	Refrigerator, 2 Doors, 5 Cubic Feet	3	unit	
261	Ring Binder , 1", plastic	41	piece	
262	Ring Binder , 2" plastic	51	piece	
263	Ring Binder , 3" plastic	14	piece	
264	Ring binder, 1/2 " plastic	20	piece	
265	Ring binder, 3/4" plastic	15	piece	
266	Rubber Stamp (mark RECEIVED) and Sign Rubber Numberer	1	piece	
267	Rubber Stamp, Received	3	piece	
268	Rubber Stamp, Released	1	piece	
269	Ruler, metal, Heavy Duty, 12"	9	piece	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
270	SOFA, 1 piece 3 seaters and 1 piece 2 Seaters with glass center table, Foam, leather cover, Gray	2	set	
271	SALA SET (1 long chair, 2 single chairs with arm rest, 1 glass center table), Foam, leather cover, black	6	set	
272	SALA SET (1 long chair, 2 single chairs with arm rest, 1 glass center table), Foam, leather cover, Coffee Brown	1	set	
273	Sala Set, 1 long chair, 2 single chair with arm rest, 1 center table, foam, leather cover	2	set	
274	Sala set, 1 long chair, 2 single chair with arm rest, 1 glass center table, Foam, leather cover, floral green	1	set	
275	Scientific Calculator, Fx 350 Ms	1	unit	
276	Scientific Calculator, Transparent and Silver Casing, 605 functions dual way textbook display, 79 scientific constants and 172 metric conversions	2	unit	
277	Scissor, Stainless Steel, Large, 8"	3	pair	
278	Scissors ,6", Heavy duty, wide-hole handle	2	pair	
279	Scissors, symmetrical, blade length: 100mm	4	pair	
280	Screen Monitor (Smart TV Android), 32"	1	unit	
281	SD Card, 64GB, Micro SD, 170/90MB/s	1	piece	
282	Self Inking Stamp	2	piece	
283	Self inking stamp (received)	1	piece	
284	Self inking stamp (released)	1	piece	
285	Self Inking Stamp, KSU Laboratory High School, Released	1	piece	
286	Self-Inking Received dater stamp	2	piece	
287	Sign Pen, Black, gel ink, 0.5mm needle tip, 12pcs/box	8	box	
288	Sign Pen, Black, G-Tec-C4, 12pcs/box	2	box	
289	Sign Pen, Blue, G-Tec-C4, 12pcs/box	2	box	
290	Sign Pen, Black, G-tech-C4, 0.4	12	piece	
291	Sign Pen, Black, Liquid gel ink, 0.5mm ball needle point, 12pcs/box	36	box	
292	Sign Pen, Black, liquid/gel ink, 0.7mm ball needle point, 12pcs/box	6	box	
293	Sign Pen, Black, preferably G-tech 0.5, 12pcs/box	1	box	
294	Sign Pen, Blue, G-Tech-C4, 0.4	55	piece	
295	Sign Pen, Blue, Liquid gel ink, 0.5mm ball needle point, 12pcs/box	29	box	
296	SIGN PEN, Blue, liquid gel ink, 0.7mm ball, metal point	73	piece	
297	Signing Pen, g-tech 0.5, needle pin, blue	12	piece	
298	Signing Pen, g-tech 0.5, needle pin, black	12	piece	
299	Sound System, powered portable, with Free 2 Wireless Handheld Microphones	1	unit	
300	Speaker, powerful, wireless, 750-1000-watt, w/ 1-unit microphone + USB playback, & AM & FM	1	unit	
301	Rubber Stamp (Received), 2" x 3"	3	piece	
302	Stamp pad ink, 25ml, blue	2	bottle	
303	STAMP PAD ink, red, 50 ml/bottle	5	bottle	
304	Staple Wire 23/10	1	box	
305	Staple Wire 26/6	6	box	
306	Staple Wire for binding 23/8	1	box	
307	STAPLE WIRE, HD,23/10	3	box	
308	Staple wire, no. 23/17	1	box	
309	Stapler No. 35, Long Arm, Size & Spec.:40x11.8x0.9cm, Stapling Capacity: 25 Sheets, Staple Size: 24/6 or 26/6 staple, Color: Black, Material: ABS Cap + Metal Cover + SPCC Metal Structure + Metal Base, Long reach structure	2	piece	
310	Stapler, Long Arm (Long reach structure), No. 35 334	2	piece	
311	Stick on arrow (sign here tab), 125 sheets/pack	137	pad	
312	Sticker Paper A4, 10 pcs./pack, white	177	pack	
313	Sticker Paper, 175gsm, A4, 10 pcs./pack, glossy	20	pack	
314	Sticker Paper, 175gsm, A4, 10 pcs./pack, matte	20	pack	
315	Sticker Paper, 180gsm, A4, 10 pcs./pack, glossy	10	pack	
316	Sticker Paper, 180gsm, A4, 10 pcs./pack, matte	10	pack	
317	Sticker Paper, A4, 10 pcs./pack, Green	2	pack	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
318	Sticky Notes, 5 IN 1 strips, 3" x 0.6"	3	pack	
319	Stool, Wooden, Square type, Size:L 15" x W 12" x H 11"	2	unit	
320	Swivel Chair, with arm rest, Jr. Executive, Black, Leather, Chrome Base	3	unit	
321	Swivel Chair, Senior Executive chair; high back with tilting and reclining back rest; leather finish; black, B9	4	unit	
322	Table with Drawers and Three Key Locks (Office Computer Desk Desktop), 120cm x 60cm	2	unit	
323	Table, Junior Executive, 1 Center Drawer, 6 Side Drawer , metal	3	unit	
324	Table, Office, Metal Base, 6 side drawers with a center drawer, Senior Executive	2	unit	
325	Table, Size: 140*74*60CM, 1.6CM thickened sheet, Waterproof, corrosion-resistant and wear-resistant, E-grade environmental protection sheet, reinforced with hexagonal screws	5	unit	
326	Tape, Double sided, 12mmx10mm	30	roll	
327	Tape, Double sided, 1/2", 50m/roll	62	roll	
328	Tape, Double Sided, 1/2"x 11yards	13	roll	
329	Tape, Double sided, 1/2 inch w/ foam	35	roll	
330	Tape, Double Sided, 1', Adhesive 50m/Roll	212	roll	
331	Tape, Double Sided, 1', 11yards/Roll	11	roll	
332	Tape, Double Sided, 2", 50m/roll	6	roll	
333	Tape, Double sided, 48mm, 50m/roll	27	roll	
334	Tape, Double-Sided, Foam Type, width: 48mm (±1mm)	5	roll	
335	Tape,Double sided, 24mmx50m	5	roll	
336	Tape,Duct, 2", Black	5	roll	
337	Tape,Duct, 2", Green	5	roll	
338	Tape,Duct, 2", Red	5	roll	
339	Thermal Transfer Paper Sticker/ Label, 3.5" x 2.5"	5	roll	
340	Thermal Transfer Resin Ribbon, 110mm x 300m	5	roll	
341	Thermometer with stand, Handsfree measurement	1	unit	
342	Thumbtacks	14	box	
343	Thumbtacks, 100pcs/box	5	pack	
344	Ultra HD 2K 4MP 1440p USB Plug And Play Webcam Web Camera Built-in Microphone for PC	1	unit	
345	UPS, 650VA, Backups with AVR, output, power capacity: 300 Watts / 500 VA	1	unit	
346	Flash Drive, 3.0, 16GB, Dual drive, with USB A-Type and Micro-USB B connectors	1	piece	
347	Flash Drive, 64 GB	1	piece	
348	Flash Drive, 64 GB, plug and play, capless, OTG	3	piece	
349	Flash Drive, OTG, 128 GB, capless	1	piece	
350	USB Speakers with Digital Sound, USB Connectivity. Audio Power Output-1.2 Horsepower. Number of Channels-2.0 Built-in Controls 90 Hz - 20 kHz Frequency Response USB cable (1.2 m), Power Output : 0.6 Watt 17.78 x 14.61 x 7.11 inches	1	unit	
351	Wall Clock, Analog, 18 ", Blue	1	piece	
352	Wall Clock, Analog, 18"	3	piece	
353	Water containers; 25 liters; round plastic for water dispenser	11	piece	
354	Water Dispenser, Free Standing, (hot-500Watts, cold- 85watts, 230 volts ac 60Hz, high-speed cooling system, adjustable temperature control) with gallon	8	unit	
355	White Board, 2ft x 3ft	3	piece	
356	White board, 3ft x 4ft	1	piece	
357	Whiteboard, wall mounted, magnetic, 4ft x 6ft	1	piece	
	II. COMMON-USE JANITORIAL SUPPLIES			
1	Air Freshener, Glade, 320ml/can, Lemon	12	can	
2	Bleach, Color Safe, Blossom Fresh, Lavender, 900ml/bottle	6	bottle	
3	BLEACH, Original, 1000ml/bottle	108	bottle	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
4	Broom, plastic, dusting ceiling, long handle, retractable	2	piece	
5	Cleaner, Toilet/Urinal, 3.7L/gallon, Lavender	3	gallon	
6	Dishwashing Liquid, with antibacterial, 1 Liter/bottle, pump bottle	22	bottle	
7	Dishwashing Liquid, 250 ml/bottle, pump bottle	58	bottle	
8	Dishwashing Liquid, 500 ml/bottle, pump bottle	34	bottle	
9	Dishwashing Liquid, 600 ml/bottle, pump bottle	24	bottle	
10	Dishwashing paste, anti-bacterial, 400g	15	piece	
11	Dishwashing Sponge	42	piece	
12	Dust Duster, cloth with handle	10	piece	
13	Dust pan ,medium size, stainless	2	piece	
14	Dustpan, Stainless, B/s	7	piece	
15	Fabric Conditioner, 1 liter/bottle	10	bottle	
16	Floor wax, Liquid, 1000 ml/bottle (for tile-floor)	6	bottle	
17	Floor Wax, Paste, Red, 2kg/can	6	can	
18	Garbage bag, plastic, M, 10pcs/pack, black	10	pack	
19	Garbage bag, plastic, XXL, 10pcs/pack, black	41	pack	
20	Garbage bin Rectangular, Plastic with Cover, 15 Liters	5	piece	
21	Garbage bin, Rectangular, plastic with cover, 30 liters	23	piece	
22	Glass Cleaner, 1000 ml/bottle, spray	34	bottle	
23	Glass multi-surface cleaner, 500ml/bottle, spray	12	bottle	
24	Glass Window Wiper Cleaner, Material: stainless steel and article imported silica gel and pp plastic, 35cm	5	piece	
25	Hand Sanitizer, 250ml, pump bottle	16	bottle	
26	Handwashing liquid, 750 ml/ bottle, pump bottle	12	bottle	
27	Laundry Hand Brush, Multi-purpose, Plastic	2	piece	
28	Liquid Hand Soap, 250 ml/bottle, pump bottle	16	bottle	
29	Liquid Hand Soap, 500 ml/bottle, pump bottle	2	bottle	
30	Pail with cover, 16 Liter capacity	7	piece	
31	Soft Broom, Kalinga Made	6	piece	
32	Tissue paper , 12 rolls/bag,3 ply	144	bag	
33	Tissue Paper, 12rolls/pack, 2 ply	12	pack	
34	Tissue paper, Inter-Folded Pop-up, 2ply, 60 sheets/box	2	box	
35	Toilet Bowl Brush with stand, medium size, plastic	2	piece	
36	Toilet Bowl Brush with stand, plastic	5	piece	
37	Toilet Bowl Brush, w/ stand, plastic 72cm x 40cm	2	piece	
38	Toilet Bowl Brush, wooden handle	1	piece	
39	Toilet Bowl Cleaner, 500ml/bottle	23	bottle	
40	Toilet Bowl Cleaner, Domex, 1000ml	6	bottle	
41	Toilet Deodorant Cake, 100g, 3pcs/pack	13	pack	
42	Toilet Deodorant Cake, 100g/pc	69	piece	
43	Toilet Deodorant Cake, 50g	12	piece	
44	Toilet floor brush with long wooden handle	2	piece	
45	Toilet Rubber Pump with wooden handle	2	piece	
46	Toilet Tissue Paper, Interfolded Paper Towel	5	pack	
47	Tornado spin mop stailless wringer bucket with mop pole and microfiber mop heads eco series 360-degrees spin mop head	22	unit	
48	Trash Bin, big size, plastic with cover, 30L Capacity	2	piece	
49	Vacuum cleaner wet and dry w/ blower 4.0 gal, 1000watts, sl1930ip-4b	1	unit	
50	Window Squeezer, Adjustable Long Handle	2	piece	
	III. CONSUMABLES			
1	Ink, Brother Printer, BT5000, Black	10	bottle	
2	Ink, Brother Printer, BT5000, Cyan	10	bottle	
3	Ink, Brother Printer, BT5000, Magenta	10	bottle	
4	Ink, Brother Printer, BT5000, Yellow	10	bottle	
5	Ink, Brother Printer, DCP-T720DW(BT D60 BK), Black	18	bottle	
6	Ink, Brother Printer, DCP-T720DW(BT5000c), Cyan	6	bottle	
7	Ink, Brother Printer, DCP-T720DW(BT5000m), Magenta	6	bottle	
8	Ink, Brother Printer, DCP-T720DW(BT5000y), Yellow	6	bottle	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
9	Ink, CANON, GI-790, Black	10	bottle	
10	Ink, CANON, GI-790, Cyan	6	bottle	
11	Ink, CANON, GI-790, Magenta	6	bottle	
12	Ink, CANON, GI-790, Yellow	6	bottle	
13	Ink, compatible for Brother Printer, Black	5	bottle	
14	Ink, compatible for Brother Printer, Cyan	3	bottle	
15	Ink, compatible for Brother Printer, Magenta	3	bottle	
16	Ink, compatible for Brother Printer, Yellow	3	bottle	
17	Ink, compatible for Epson Printer, 001, Black	30	bottle	
18	Ink, compatible for Epson Printer, 001, Cyan	11	bottle	
19	Ink, compatible for Epson Printer, 001, Magenta	11	bottle	
20	Ink, compatible for Epson Printer, 001, Yellow	11	bottle	
21	Ink, compatible for Epson Printer, 003, Black	597	bottle	
22	Ink, compatible for Epson Printer, 003, Cyan	341	bottle	
23	Ink, compatible for Epson Printer, 003, Magenta	340	bottle	
24	Ink, compatible for Epson Printer, 003, Yellow	340	bottle	
25	INK, Refill for Xstamper Quix Self-Inking stamp, 10ml, blue	5	bottle	
26	Ribbon Cartridge, Epson LX 310	28	ribbon	
	IV. AGRICULTURAL AND HARDWARE SUPPLIES AND MATERIALS			
1	Bulb, LED, 11watts, daylight	30	piece	
2	Bulb, LED, 50watts	5	piece	
3	Bioprime 5-5-5 (15g/Pack)	4	pack	
4	Budding Tape	15	piece	
5	Cyclone wire fence (6 X 4 m)	5	roll	
6	Chainsaw, 24 inches, 58CC/4.2KW Chainsaw original japan Gasoline Chainsaw Power Saw Fuel: Mixture (Gasoline 25: 1-cycle oil) Fuel tank capacity: 550ml Chain oil: Motor oil Oil Tank capacity: 260ml Engine displacement: 58CC Max. engine power: 4.2kw/ 11000rpm Max. engine speed: 11000 rpm Max. engine speed at idling: 3300rpm Saw chain pitch: 0.325 in Saw chain gauge: 0.058 in Guide bar type: Sprocket nose Guide bar size: 18, 20, 22 in Oil Feeding system: Automatic pump with adjuster	2	unit	
7	Chainsaw, gasoline, PH-CHSW-5800-22", Powerhouse	1	unit	
8	Diagonal Cutting Pliers, Heavy Duty (6 - 7")	3	unit	
9	Digital Tester Meter CD800A Multimeter Multitester CD800 All-in-One DMM	3	piece	
10	Dragon Humus, 100g/sachet	31	sachet	
11	Extension Cord with Individual Switch 6 Gang, Surge Protector	4	unit	
12	Extension Cord, 10m, 5 gang, No. 12	7	unit	
13	Extension Cord, 15m/roll, 5 gang, No. 12	1	unit	
14	Extension Cord, Gauge 12, 4 gang, 15 meters, No. 12	2	unit	
15	Extension wheel, HD 25 meter	3	unit	
16	Extension Wheel, Universal, 15 meters, 2,500W maximum load	2	unit	
17	Extension wire 4 gang convenience outlet, 5m, #12mm	3	unit	
18	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	6	unit	
19	Extension Wire, 20m, Roll Type, No. 12	1	unit	
20	Extension wire, 4 socket, 15 meters, No. 12	3	unit	
21	Extension wire, 4 socket, 20 m, No. 12	1	unit	
22	Fungicide (Armure 300EC FUNGICIDE) 250ml/bottle	8	bottle	
23	Gloves, Breathable Gardening Gloves for Women / Men - For Gardening / Multi Purpose Gloves	10	pair	
24	Grafting Tape	15	roll	



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
25	Grafting Tool, Professional, Heavy duty	5	set	
26	Grass cutter Brush Cutter Gx35 GX35 Model DISPLACEMENT: 35cc BORE AND STROKE: 39 x 30mm (1.5 x 1.2 in) MAXIMUM POWER OUTPUT: 1.2kW(1.6hp) @ 7000rpm MAXIMUM TORQUE OUTPUT: 1.9N.m @ 5500rpm LUBRICATION SYSTEM: Rotary Type (oil mist) OIL CAPACITY: 0.1 litres FUEL TANK CAPACITY: 0.65 litres FUEL TYPE: Unleaded DIMENSIONS (LXWXH) 1,885 x 640 x 460 (mm) BLADE: Yes (2 blade type) ANTI-VIBRATION: Yes HARNESS: Carrying Harness HANDLE TYPE: Bike	4	unit	
27	Grass cutter, 4- stroke, original	2	unit	
28	Hedge Shear, Heavy Duty	2	piece	
29	Grasscutter Blade	12	piece	
30	Heavy duty Extension wheel 50 meter, No. 12	1	unit	
31	Heavy Duty Staples woodworking Nails For Furniture Upholstery Manual Staple Gun Household Hand Tool	5	box	
32	Indole Butyric acid (rooting hormones)	2	bottle	
33	Industrial Long Nose Pliers (8") GripPro Series	3	unit	
34	Insecticide (Iannate)	15	box	
35	Ladder, Double sided A, 6 steps, 5ft	1	unit	
36	Lineman's Combination Pliers 8"	3	unit	
37	Mini Inverter Welding Machine, Real Max. Current: 200A, Rate Frequency: 50/60Hz, Input Voltage: AC220V +- 15%, Input Power Capacity: 5.6KVA, Unload Voltage: 55A, Rated output voltage: 25.2VDuty Cycle: 60%, Diameter of electrode: 2-2.5mm, Weight: 2.87kg, Dimension: 340x200x260mm, Housing Type: Compact	2	unit	
38	Common Wire Nail, 1 inch	2	kilo	
39	Nano liquid Fertilizer (1 liter bottle)	14	bottle	
40	Padlock, 50mm, Brass, Long Shackle	3	unit	
41	Padlock, Heavy Duty Stainless , Long Shackle, 60mm	11	unit	
42	Padlock, Heavy Duty, Brass, Short Shackle, 60mm	6	unit	
43	Plant pots with catch plate, color white, 10 x 8 inches	12	piece	
44	Plant pots with catch plate, color white, 7 x 6.5 inches	20	piece	
45	Plywood, Marine, 4ft X 8ft x 1/2 inch	20	piece	
46	Polybag 2" x 4" x 10" expandable	5000	piece	
47	Polybag expandable, 2" x 2" x 6"	5000	piece	
48	Polyethelene bag 2x4x6 expandable	2000	piece	
49	Rubber Gloves/Cotton Gloves (Heavy duty) for gardening	6	pair	
50	Vermicompost, 50kls/bag	10	bag	
51	Welding Gloves, Cow Leather, Size 14	2	pair	
52	Light Duty Nail Gun 6-in-1 Staple Gun Manual Brad Nailer Upholstery Stapler for Decoration And Carpentry	1	unit	
53	Tape, Electrical, Vinyl Electrical Tape Black 0.16mmx19mmx16m	6	roll	
54	Tape, Electrical, small size	10	roll	
55	Tape, Electrical, big size	10	roll	
V. MISCELLANEOUS SUPPLIES AND MATERIALS				
1	Sugar Brown	14	kilo	
2	Coffee Creamer, 48 sachets per bag	8	bag	
3	Coffee Mug, 180 ml capacity, Porcelain, Microwavable 6pcs/set	5	set	
4	Coffee Mug, 220 ml capacity	1	dozen	
5	Coffee mugs, Medium size, brown	1	dozen	
6	Coffee Mugs, Medium Size, White	4	dozen	
7	Paper Cups, 8oz	200	piece	
8	Coffee, Brewed, 400grams/box	10	box	



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

Bids and Awards Committee

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
9	Drinking Glass, 250 ml	4	dozen	
10	Drinking Glass, 450 ml capacity	1	dozen	
11	Flower pot, clay, 11 in diameter, 10 in height	20	piece	
12	Canister, 3 Piece/set, 500ml capacity	2	set	
13	Manequin, skintone full body, female egghead	2	piece	
14	Manequin, skintone full body, male egghead	2	piece	
15	M-gas Refill, 11kg	2	unit	
16	Table runner, Kalinga Fabric, 22"x 4 yards	2	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.			
	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: 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 AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT INCLUDING JANITORIAL AND CONSUMABLES FOR CY 2023
Approved Budget for the Contract	:	Php 4,504,668.63
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I. TECHNICAL COMPONENT ENVELOPE			
<i>Class "A" Documents</i>			
<u>Legal Documents</u>			
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or		
<input type="checkbox"/>	B. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and		
<input type="checkbox"/>	C. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005 , as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
<u>Technical Documents</u>			
<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; or 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		



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

<u>and</u>			
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 <u>and</u>		
<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; <u>and</u>		
<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; <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.		
<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		



Republic of the Philippines
KALINGA STATE UNIVERSITY
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

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	:	PURCHASE AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT INCLUDING JANITORIAL AND CONSUMABLES FOR CY 2023
Approved Budget for the Contract	:	Php 4,504,668.63
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

