

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No. : IB\_GOODS\_2019-12-130

Name of Contract : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND  
CONSUMABLES FOR FY 2020

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"*

**Fifth Edition  
October 2016**



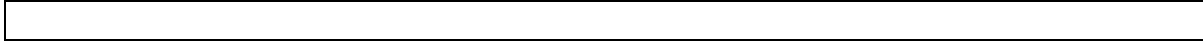
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Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



## *Section I. Invitation to Bid*





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

**INVITATION TO BID FOR PURCHASE OF OFFICE SUPPLIES,  
 MATERIALS AND CONSUMABLES FOR FY 2020**

1. The Kalinga State University (KSU), through the Government of the Philippines (GoP) under the National Expenditure Program (NEP) for the succeeding year (2020) – Single Year intends to apply the sum of Two Million, One Hundred Forty-Eight Thousand, Forty-Three Philippine Pesos and Seventy-Two Centavos (Php 2,148,043.72) being the Approved Budget for the Contract (ABC) to payments under the contract for each lot under the Project: Purchase of Office Supplies, Materials and Consumables for FY 2020 / IB\_Goods\_2019-12-130. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Bidders shall have the option of submitting a proposal on any lot or all lots. If the Bidder opts to bid for more than one lot, only one set of eligibility requirements shall be submitted. Evaluation and award of contract will be undertaken on per lot basis; however, for bidder that bids to more than one lot and determined to have the Lowest Calculated Responsive Bid per lot shall be awarded with only one contract. Prospective bidders should complete each offer of all items in each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The Kalinga State University now invites bids for Purchase of Office Supplies, Materials and Consumables for FY 2020, categorized as follows:

Lot No.	Particulars	ABC (in Pesos)	Bidding Fees (Non-Refundable)	Delivery Schedule
Lot A	Office Supplies and Materials	1,734,574.14	5,000.00	Quarterly Basis (Fifteen Calendar Days upon receipt of Purchase Order) preferably on every 1st Week of January, April, July, and October 2019; to be delivered at KSU Supply and Property Office, Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga
Lot B	Consumables	243,411.00	500.00	
Lot C	Janitorial Supplies and Materials	170,058.58	500.00	
Total ABC for Lot A to C		<b>2,148,043.72</b>	<b>5,000.00</b> <i>(if bidding for all lots)</i>	

Delivery of the Goods, which shall be on a quarterly basis, is required within Fifteen (15) calendar days for all lots, upon receipt of the Notice to Proceed or Purchase Order in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from Kalinga State University and inspect the Bidding Documents at the address given below during office hours from 8 am to 5 pm.



5. A complete set of Bidding Documents may be acquired by interested Bidders on December 3, 2019 (Tuesday) until 4:00 PM of December 23, 2019 (Monday) from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount and schedule state above.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity at <https://ksu.edu.ph/good-governance/invitebid>, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Kalinga State University will hold a Pre-Bid Conference on December 11, 2019 (Wednesday), 4:00 PM at Alumni Center, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before December 23, 2019 (Monday) at 4:00 PM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on 4:01 PM on December 23, 2019 (Monday) at the Conference Hall, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Bidders should comply with the applicable provisions of Section 23.4.1.1 of the 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 revised 2016 IRR of R.A. 9184.
9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Further, the Kalinga State University is undertaking this Project: Procurement of Furnitures and Fixtures, and Laboratory Equipment, as part of the Early Procurement Activity (EPA) pursuant to Section 7.6 of the Revised IRR of RA No. 9184, as enforced by GPPB Resolution No. 14-2019 and GPPB Circular No. 06-2019 or the Guidelines on the Implementation of EPA, which states that Procuring Entities may undertake EPA short of award to facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the General Appropriations Act (GAA).

10. For further information, please refer to:

Mr. Ronaldo B. Daluping  
BAC Secretariat, Kalinga State University - Main Campus  
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800  
+63917-774-4185 /[procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph)  
<https://ksu.edu.ph/>

EDNA P. YUMOL, CPA, PhD  
BAC Chairperson  
Date issued: December 3, 2019



## *Section II. Instructions to Bidders*





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## A. General

### 1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

### 2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

### 3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:

- 1) defines, for purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.





- 2) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1.1).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

#### **4. Conflict of Interest**

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:
  - 1) A Bidder has controlling shareholders in common with another Bidder;
  - 2) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
  - 3) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
  - 4) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
  - 5) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
  - 6) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
  - 7) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:
  - 1) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
  - 2) If the Bidder is a partnership, to all its officers and members;
  - 3) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
  - 4) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
  - 5) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.



## 5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- 1) Duly licensed Filipino citizens/sole proprietorships;
- 2) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- 3) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- 4) Cooperatives duly organized under the laws of the Philippines; and
- 5) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- 1) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
- 2) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- 3) When the Goods sought to be procured are not available from local suppliers; or
- 4) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.}$$

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.



## 6. Bidder's Responsibilities

6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1.2)(iii).

6.2. The Bidder is responsible for the following:

- 1) Having taken steps to carefully examine all of the Bidding Documents;
- 2) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- 3) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- 4) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
- 5) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- 6) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 7) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- 8) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- 9) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- 10) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:

- (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and



- 11) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## 7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

## 8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## B. Contents of Bidding Documents

### 9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.



(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.

9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## 10. Clarification and Amendment of Bidding Documents

10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.

10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.

10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

## C. Preparation of Bids

### 11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.



## 12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

1) Eligibility Documents –

Class “A” Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR. **For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.**
- (ii) Statement 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 Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
  - (ii.2) date of the contract;
  - (ii.3) contract duration;
  - (ii.4) owner’s name and address;
  - (ii.5) kinds of Goods;
  - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
  - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
  - (ii.8) date of delivery; and
  - (ii.9) end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

2) Technical Documents –

- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.



- (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

### 13. Documents Comprising the Bid: Financial Component

13.1. The financial component of the bid shall contain the following:

- 1) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- 2) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
- 3) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

(b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:

- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
- (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

### 14. Alternative Bids

14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

### 15. Bid Prices

15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.



- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- 1) 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 delivery of the Goods to their final destination; and
    - (iv) The price of other (incidental) services, if any, listed in the **BDS**.
  - 2) For Goods offered from abroad:
    - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted 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, listed in the **BDS**.
  - 3) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

- 16.1. Prices shall be quoted in the following currencies:
- 1) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.





- 2) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
1) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
2) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
3) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under **ITB** Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.



- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
- 1) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3.2);
    - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
    - (iv) submission of eligibility requirements containing false information or falsified documents;
    - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
    - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
    - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
    - (viii) refusal or failure to post the required performance security within the prescribed time;
    - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
    - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
    - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
    - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
  - 2) if the successful Bidder:
    - (i) fails to sign the contract in accordance with **ITB** Clause 32; or
    - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.



## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, 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.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## 20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - 1) contain the name of the contract to be bid in capital letters;
  - 2) bear the name and address of the Bidder in capital letters;
  - 3) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 1.1;
  - 4) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - 5) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.



## D. Submission and Opening of Bids

### 21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**. **In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.**

### 22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

### 23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

### 24. Opening and Preliminary Examination of Bids

24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".



- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- 1) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - 2) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
  - 3) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity’s decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder’s bid.



## 26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

## 27. Domestic Preference

27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:

- 1) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
- 2) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
- 3) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
- 4) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## 28. Detailed Evaluation and Comparison of Bids

28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

28.2. The Lowest Calculated Bid shall be determined in two steps:

- 1) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
- 2) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following in the evaluation of bids:

- 1) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
- 2) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.



- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 28.3.

## 29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.



- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### 30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- 1) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - 2) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
  - 3) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
    - (ii) If the project is no longer necessary as determined by the HoPE; and
    - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- 1) No bids are received;
  - 2) All prospective Bidders are declared ineligible;
  - 3) All bids fail to comply with all the bid requirements or fail post-qualification; or
  - 4) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.





## F. Award of Contract

### 31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
  - 1) Submission of **valid JVA, if applicable**, within ten (10) calendar days from receipt of the Notice of Award;
  - 2) Posting of the performance security in accordance with **ITB** Clause 33;
  - 3) Signing of the contract as provided in **ITB** Clause 32; and
  - 4) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

### 32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
  - 1) Contract Agreement;
  - 2) Bidding Documents;
  - 3) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - 4) Performance Security;
  - 5) Notice of Award of Contract; and
  - 6) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.



33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
1) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.  <i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
2) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### 34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### 35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



## *Section III. Bid Data Sheet*

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# Bid Data Sheet

<b>ITB Clause</b>																
1.1	<p>The Procuring Entity is <b>KALINGA STATE UNIVERSITY</b>.</p> <p>The Name of the Contract is <b>PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020</b>.</p> <p>The Identification Number of the Contract is <b>IB_Goods_2019-12-130</b>.</p>															
1.2	<p>The lots and reference are:</p> <p><b>Purchase of Office Supplies, Materials and Consumables for FY 2020</b>, categorized as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td>Lot A</td> <td>Office Supplies and Materials</td> <td style="text-align: right;">1,734,574.14</td> </tr> <tr> <td>Lot B</td> <td>Consumables</td> <td style="text-align: right;">243,411.00</td> </tr> <tr> <td>Lot C</td> <td>Janitorial Supplies and Materials</td> <td style="text-align: right;">170,058.58</td> </tr> <tr> <td colspan="2">Total ABC for Lot A to C</td> <td style="text-align: right;"><b>2,148,043.72</b></td> </tr> </tbody> </table>	Lot No.	Particulars	Approved Budget for the Contract	Lot A	Office Supplies and Materials	1,734,574.14	Lot B	Consumables	243,411.00	Lot C	Janitorial Supplies and Materials	170,058.58	Total ABC for Lot A to C		<b>2,148,043.72</b>
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Lot A	Office Supplies and Materials	1,734,574.14														
Lot B	Consumables	243,411.00														
Lot C	Janitorial Supplies and Materials	170,058.58														
Total ABC for Lot A to C		<b>2,148,043.72</b>														
2	<p>The <b>Funding Source</b> is:</p> <p>The Government of the Philippines (GOP) through the <b>Government of the Philippines (GoP) under the National Expenditure Program (NEP) for the succeeding year (2020) – Single Year</b> in the amount of <b>Two Million, One Hundred Forty-Eight Thousand, Forty-Three Philippine Pesos and Seventy-Two Centavos (Php 2,148,043.72)</b>.</p> <p>The <b>Name of the Project</b> is: <b>Purchase of Office Supplies, Materials and Consumables for FY 2020</b>.</p>															
3.1	No further instructions.															
5.1	No further instructions.															
5.2	Foreign bidders, except those falling under ITB Clause 5.2.2), may not participate in this Project.															
5.4	<p>The Bidder must have completed, within <b>five (5) years</b> as specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a <b>single contract that is similar to the Project</b>, equivalent to at least fifty percent (50%) of the ABC. Such contract shall be reflected in the SLCC under Item 12.1(a)(ii) hereof.</p> <p>Bidders shall include in their bids:</p> <ol style="list-style-type: none"> <li>1) a photocopy of Single Largest Completed Contract indicating the following information:             <ol style="list-style-type: none"> <li>a) name of the contract;</li> <li>b) date of the contract;</li> <li>c) contract duration;</li> <li>d) owner's name and address;</li> <li>e) kinds of Goods;</li> <li>f) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index; and</li> <li>g) date of delivery.</li> </ol> </li> <li>2) the corresponding proof of completion, which could either be:             <ol style="list-style-type: none"> <li>a) Certificate of Final Acceptance/Completion from the bidder's client;</li> <li>b) Official Receipt of the bidder covering the full amount of the contract;</li> <li>c) Purchase Order; or</li> <li>d) Sales Invoice.</li> </ol> </li> </ol> <p><b>Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</b></p> <p>For this purpose, <b>similar contracts shall refer to the following with Award Contract Amount percentage.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">50% ABC</th> </tr> </thead> <tbody> <tr> <td>Lot A</td> <td>Purchase and/or Delivery of Office Supplies and Materials</td> <td style="text-align: right;">867,287.07</td> </tr> <tr> <td>Lot B</td> <td>Purchase and/or Delivery of Consumables</td> <td style="text-align: right;">121,705.50</td> </tr> <tr> <td>Lot C</td> <td>Purchase and/or Delivery of Janitorial Supplies and Materials</td> <td style="text-align: right;">85,029.29</td> </tr> <tr> <td>All Lots</td> <td>Purchase and/or Delivery of Office Supplies, Materials and Consumables</td> <td style="text-align: right;">1,074,021.86</td> </tr> </tbody> </table>	Lot No.	Particulars	50% ABC	Lot A	Purchase and/or Delivery of Office Supplies and Materials	867,287.07	Lot B	Purchase and/or Delivery of Consumables	121,705.50	Lot C	Purchase and/or Delivery of Janitorial Supplies and Materials	85,029.29	All Lots	Purchase and/or Delivery of Office Supplies, Materials and Consumables	1,074,021.86
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All Lots	Purchase and/or Delivery of Office Supplies, Materials and Consumables	1,074,021.86														
6.2(d)	<p>Consistent with Section 22.5.3 of the 2016 Revised IRR of RA 9184, posting at the PhilGEPS website: <a href="https://www.philgeps.gov.ph/">https://www.philgeps.gov.ph/</a> and the Procuring Entity's website: <a href="https://ksu.edu.ph/">https://ksu.edu.ph/</a> of any <b>supplemental/bid bulletin</b> shall be considered sufficient notice to all bidders or parties concerned.</p>															



	<p>"It shall therefore be the <b>responsibility of all Bidders</b> who secure the Bidding Documents to:</p> <ol style="list-style-type: none"> <li>a) inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC;</li> <li>b) know the latest website of PhilGEPS and the procuring entity;</li> <li>c) check from time to time the PhilGEPS and Procuring Entity's websites, and at any conspicuous place within the premises of the Procuring Entity for possible posting of any supplemental/bid bulletin; and</li> <li>d) inform the BAC in writing, through its Secretariat, of any changes in its address or contract numbers.</li> </ol> <p>Duly signed written communication such as notices or requests shall, likewise, be deemed to have been given or made and considered official communication when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, electronic mail or facsimile to such Party at the address or contact numbers specified in the Bidder's Information Sheet, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later."</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a <b>Pre-bid Conference</b> for this Project on <b>December 11, 2019 (Wednesday), 4:00 PM at Alumni Center, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.</b>
10.1	<p><b>Request for clarifications and/or interpretation</b> must be in writing and submitted <b>at least ten (10) calendar days</b> before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity's address is:</p> <p style="text-align: center;"><b>Kalinga State University - Main Campus</b>  <b>National Road, Purok 6, Bulanao, Tabuk City, Kalinga 3800</b></p> <p style="text-align: center;"><b>Ronaldo B. Daluping</b>  <b>BAC Secretariat, Procurement Management Office</b>      Kalinga State University - Main Campus      National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800      (074) 627 5321 / <a href="mailto:procurementservice_bac@ksu.edu.ph">procurementservice_bac@ksu.edu.ph</a>  <a href="https://ksu.edu.ph/">https://ksu.edu.ph/</a></p>
10.2	The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the Submission and Receipt of Bids.
12.1(a)	No further instructions.
12.1(a)(ii)	<p>The <b>bidder's SLCC</b> similar to the contract to be bid should have been completed within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</p> <p>The experience or track record of a sole proprietorship which has put all its assets, personnel and resources to a corporation cannot be carried over to the said corporation, inasmuch as the latter has a separate and distinct juridical personality from the former, (See GPPB Opinion No NPM 031-2013, dated 27 March 2013).</p> <p>Hence, the said corporation must submit necessary documents, including permits, business registration, tax returns, and contracts under its registered name.</p> <p>For a contract to be considered completed, it should have been 100% delivered, duly accepted and issued a <b>Certificate of Final Acceptance (CFA)</b> and/or Certificate of Complete Deliveries (CCD) signed by its Head of the Procuring Entity (HOPE) or its duly authorized representative in case of government contracts, or End-user's Acceptance in case of private contracts.</p>
12.1(b)(ii)	<p><b>Technical Documents: Conformity with the Technical Specifications</b></p> <p>To be submitted in the Eligibility and Technical Component Envelope:</p> <ol style="list-style-type: none"> <li>1) Duly accomplished and signed Bidder's Statement of Compliance following the templates found in Section VII. Technical Specifications and Section VIII. Bidding Form, respectively. The statement of compliance to technical specifications must strictly observe the requirement on cross-referencing to appropriate evidence.</li> <li>2) Bidder must submit detailed work plan specifying:       <ol style="list-style-type: none"> <li>a) Installation design; and</li> <li>b) Detailed activities, if any</li> </ol> </li> </ol>
13.1.2)	No further instructions.
13.1(c)	No additional requirements.
13.2	The total <b>ABC</b> is <b>Two Million, One Hundred Forty-Eight Thousand, Forty-Three Philippine Pesos and Seventy-Two Centavos (Php 2,148,043.72).</b>



	Any bid with a financial component exceeding the ABC per lot shall not be accepted:		
	<b>Lot No.</b>	<b>Particulars</b>	<b>Approved Budget for the Contract</b>
	Lot A	Office Supplies and Materials	1,734,574.14
	Lot B	Consumables	243,411.00
	Lot C	Janitorial Supplies and Materials	170,058.58
	Total ABC for Lot A to C		<b>2,148,043.72</b>
15.1	Bid prices should be written in two (2) decimal places only. Bid prices that are written in more than two (2) decimal places shall be rounded off.  Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).		
15.4(a)(iv)	<b>Incidental services</b> are as required under SCC of the bidding documents.		
15.4.2)(i)	Not applicable.		
16.1.2)(ii)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.		
16.3	Not applicable.		
17.1	<b>Bid Validity.</b> Bids will be valid until <b>one hundred twenty (120) calendar days from the Opening of Bids, and may be extended if needed.</b>		
18.1	The <b>bid security</b> shall be in the form of a <b>Bid Securing Declaration</b> (prescribed form is attached under Section VIII. Bidding Forms), or any of the following form and amount:		
	<b>Bid Security</b>	<b>Percentage</b>	<b>Lot Ref.</b>
			<b>Amount (in Pesos)</b>
	a) if cash, cashier's/manager's check, bank draft/ guarantee or irrevocable letter of credit	not less than 2% of the ABC	Lot A
			Lot B
			Lot C
			All Lots
	b) if bid security is in Surety Bond	not less than 5% of the ABC	Lot A
			Lot B
			Lot C
			All Lots
	<b>Conditions:</b>		
	1) Original Bid Security shall be submitted inside the "Technical Component Envelope", otherwise, the bid shall be rejected or disqualified.		
	2) Bid Security in the form of Cash should be deposited by the Bidder to the KSU Cashier prior to bid submission; and submit the original Official Receipt inside the Technical Component Envelope.		
	3) Bid security in the form of cashier's/manager's check should be made payable to "KSU Trust Fund"		
	4) The Bid Securing Declaration must be original and should follow the standard form and the required fields of information should be properly filled out, otherwise, it shall be a ground for disqualification of the bids.		
	5) Bid security in the amount exceeding the required amount of the appropriate bid security stated above is not a ground for disqualification of the bidder's bid.		
	6) The Surety Bond shall be supported with a <b>Certification from the Insurance Commission</b> authorizing the insurance company to issue surety bonds callable on demand, which shall be <b>specific to the contract to be bid.</b> (Sample Form is attached in the Bidding Documents).		
18.2	The bid security shall be valid until <b>one hundred twenty (120) calendar days from the Opening of Bids, and may be extended if needed.</b>		
19.1	<b>Format and Signing of Bids</b>		
	The first envelope shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid.		
20.1	Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT", and the original of their financial component described in ITB Clause 13 in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT." In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids in accordance with ITB 20.2.  In the event of any discrepancy between the original and the copy, the original shall prevail.  Original copies of the Class "A" Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor's Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).  The Technical Component is inclusive of the Eligibility Documents described in ITB 12.		



20.3	<p>Each Bidder shall submit <b>one (1)</b> original and <b>three (3)</b> copies of the first and second components of its bid with the following conditions:</p> <ol style="list-style-type: none"> <li>1. Any missing, incomplete or patently insufficient document in the checklist is a ground for outright rejection (non-complying) of the bid.</li> <li>2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are <b>preferably soft bounded and with Ear-Tabbing for each Checklist</b>. Ring bounded is discouraged.</li> </ol> <p><b>Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.</b> Failure to do so shall be a ground for the rejection of the bid.</p>
20.5	<p>Unsealed or unmarked outer bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
21	<p>The address for submission of bids is:</p> <p style="text-align: center;"><b>Dr. Edna P. Yumol</b>  <b>Chairman, Bids and Awards Committee</b>  <b>Kalinga State University – Main Campus</b>  <b>National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b></p> <p>The deadline for submission of bids is <b>before 4:00 PM of December 23, 2019 (Monday)</b>.</p>
24.1	<p>The place of bid opening is:</p> <p style="text-align: center;"><b>Conference Hall, Administration Building</b>  <b>Kalinga State University – Main Campus</b>  <b>National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b></p> <p>The date and time of bid opening is <b>after 4:01 PM of December 23, 2019 (Monday)</b>.</p> <p><i>“In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and rescheduled the opening of bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of KSU”</i></p>
24.2	<p>No further instructions.</p>
24.3	<p>No further instructions.</p>
25.1	<p>The “NO CONTACT RULE” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee (BAC), Technical Working Group (TWG), Secretariat, and Project Management Office (PMO) from bid evaluation until award of contract.</p>
27.1	<p>No further instructions.</p>
28.3 (a)	<p><b>Grouping and Evaluation of Lots –</b></p> <p>Partial bid is not allowed. The goods are grouped in One Lot and shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p><b>Quotation for EACH ITEM shall still be indicated.</b></p> <p>The NFCC computation must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
28.4	<p>No further instructions.</p>
29.2	<p>List licenses and permits relevant to the Project and the corresponding law requiring it:</p> <ol style="list-style-type: none"> <li>1. VAT or Non-VAT Registration Certificates; and</li> <li>2. Other appropriate licenses and permits, as may be required during post-qualification evaluation.</li> </ol> <p>During post-qualification evaluation, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:</p> <ol style="list-style-type: none"> <li>1. Documents to verify or support its Statement of On-going and/ or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</li> <li>2. original copy of the submitted eligibility, technical and financial documents during bid opening</li> </ol> <p>Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for enforcement of the bid securing declaration and disqualification of the bidder for the award.</p>

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB GOODS 2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



29.4	In accordance with GPPB Circular No.06-2005 dated August 5, 2005, in case of a tie or equal bids having been post-qualified, KSU shall use “draw lots” or similar methods of chance to break the tie.
32.4.6)	<i>No additional requirement.</i>
33.2	<p>The successful bidder shall furnish the performance security in any of the forms prescribed in ITB Clause 33.2 and amount not less than the required percentage of the contract price, and shall remain valid until thirty (30) days from issuance by the Procuring Entity of the Certificate of Final Acceptance and must be co-terminus with the Project.</p> <p>The Supplier 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>



Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
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## *Section IV. General Conditions of Contract*



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## 1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- 1) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 2) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- 3) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- 4) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- 5) “GCC” means the General Conditions of Contract contained in this Section.
- 6) “SCC” means the Special Conditions of Contract.
- 7) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- 8) “The Procuring Entity’s country” is the Philippines.
- 9) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- 10) The “Funding Source” means the organization named in the **SCC**.
- 11) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- 12) “Day” means calendar day.
- 13) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- 14) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- 1) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.



- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
- (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) "obstructive practice" is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

2) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1.1).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

### **5. Notices**

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.



- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

## 6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

## 7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

## 8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## 9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## 10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.



- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

## 11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
  - 1) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - 2) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the **SCC** provision on Delivery and Documents.
  - 3) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the **SCC** provision on Delivery and Documents.

## 12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## 13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:



- 1) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - 2) The Supplier has no pending claims for labor and materials filed against it; and
  - 3) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

#### **14. Use of Contract Documents and Information**

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

#### **15. Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

#### **16. Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and Section VII. 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

#### **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.



- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## 18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## 19. Liquidated Damages

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

## 20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.





- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## 21. Liability of the Supplier

- 21.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## 22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier’s delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

## 23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
  - 1) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - 2) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or



- 3) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## 24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## 25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- 1) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
  - 2) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## 26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- 1) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1.1);
  - 2) Drawing up or using forged documents;
  - 3) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - 4) Any other act analogous to the foregoing.



## **27. Procedures for Termination of Contracts**

27.1. The following provisions shall govern the procedures for termination of this Contract:

- 1) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- 2) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- 3) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- 4) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- 5) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- 6) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- 7) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- 8) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

## **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



## *Section V. Special Conditions of Contract*



## Special Conditions of Contract

GCC Clause	
1.1.7)	The Procuring Entity is <b>Kalinga State University</b> .
1.1.9)	The Supplier/s is/are <i>[to be inserted at the time of contract award]</i> .
1.1.10)	The Funding Source is: <b>The Government of the Philippines (GOP) through the Government of the Philippines (GoP) under the National Expenditure Program (NEP) for the succeeding year (2020) – Single Year in the amount of Two Million, One Hundred Forty-Eight Thousand, Forty-Three Philippine Pesos and Seventy-Two Centavos (Php 2,148,043.72).</b>
1.1.11)	The Project Site is: <b>Kalinga State University - Main Campus          National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.</b>
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is: <b>DR. EDUARDO T. BAGTANG          UNIVERSITY PRESIDENT          KALINGA STATE UNIVERSITY – MAIN CAMPUS          2/F Admin. Bldg., National Highway          Purok 6, Bulanao, Tabuk City, Kalinga 3800          ksumail@ksu.edu.ph</b> The Supplier's address for Notices is/are: <i>[Insert address including, name of contact, fax and telephone number]</i>
6.2	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: The delivery terms applicable to this Contract are delivered at <b>Supply and Property Management Office, Administration Building, Kalinga State University - Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.</b></p> <p>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. The details of shipping and/or other documents to be furnished by the Supplier are as follows:          Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;</li> <li>(iii) Original Supplier's factory inspection report;</li> <li>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</li> <li>(v) Original and four copies of the certificate of origin (for imported Goods);</li> <li>(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</li> <li>(vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and</li> <li>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</li> </ul> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is:  <b>Mr. Joseph Tracy D. Labbutan</b>          Supply and Property Officer          Kalinga State University - Main Campus          National Highway, Purok 6, Bulanao, Tabuk City 3800          Kalinga, Philippines</p>



**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- (a) **Installation or 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 a 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.**

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

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

- (a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- (b) in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts required are listed in Section VI. Schedule of Requirements and the cost thereof are included in the Contract Price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of **three (3) years**.

Other spare parts and components shall be supplied as promptly as possible, but in any case, within **three (3) months** of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS’ final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.



	<p><b>Insurance –</b>          The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p><b>Transportation –</b>          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.          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.          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 <i>force majeure</i> in accordance with <b>GCC</b> Clause 22.          The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights –</b>          The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	<p><b>Payment</b>          Payment shall be made in Philippine Pesos.</p>
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4	The supplier 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/purchase order, or for any contract/purchase order time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project.
13.4.3)	No further instructions.
16.1	<p>The inspections and tests that will be conducted are:  <b>Actual Testing Demo, if any, shall be done in the presence of the TWG, end-users and Staffs in-charge of the project.</b>          The Goods delivered are inspected and accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity upon prior due notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p>
17.3	Warranty shall be for a period of three (3) months for expendable supplies and one (1) year for non-expendable supplies or equipment reckoned from date of acceptance of the Goods at Project Site.
17.4	The period for correction of defects in the warranty period is <b>forty-eight (48) hours upon receipt of written notice from the KSU.</b>
19	The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay KSU liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by KSU. KSU shall deduct the liquidated damages from any money due or which may become due to the Supplier, or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, KSU may rescind the Contract, without prejudice to other courses of action and remedies open to it.
21.1	<p>Liability of the Supplier</p> <p>Neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity shall release the Supplier from any warranties or other obligations under this Contract.</p> <p>In case of a joint venture:</p> <p>All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



## *Section VI. Schedule of Requirements*





# 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.	GENERAL DESCRIPTION	END-USER / RESPONSIBLE UNIT	QTY	UNIT	QUARTERLY SCHEDULE OF DELIVERY			
					1st	2nd	3rd	4th
<b>Lot A: OFFICE SUPPLIES AND MATERIALS</b>								
1	ACCESSION BOOK	Library- Dagupan	2	piece	1	1	0	0
		Library- LHS	2	piece	0	2	0	0
		Library- Rizal	1	piece	0	1	0	0
2	ACRYLIC PLASTIC Table signs, 12 inches long	Board Secretary	15	piece	15	0	0	0
3	ADAPTOR, 3 holes	CPAIG	2	piece	2	0	0	0
4	ADHESIVE, Rugby excel, 350 ml	Library- LHS	1	bottle	0	1	0	0
5	ARCH FILE FOLDER 2" thick	CEIT	75	piece	75	0	0	0
6	ARCH FILE FOLDER, 3", Long, Blue	BAC	20	piece	10	0	10	0
7	BALLPEN, 12piece/box, preferably pilot, color black	Accounting Unit	60	piece	15	15	15	15
		Auxiliary Office	10	piece	5	0	5	0
		Cashiering Unit	24	piece	12	0	12	0
		ODSDS-PS	60	piece	24	24	0	12
		Payroll Section	24	piece	24	0	0	0
		VPAF	12	piece	12	0	0	0
		PMO	12	piece	12	0	0	0
		SPMO	6	piece	6	0	0	0
		R&D Office	72	piece	12	24	12	24
		VPRDET	72	piece	12	24	12	24
		CAO- Finance	24	piece	12	0	12	0
		Medical Services	24	piece	12	0	12	0
		Guidance Office	60	piece	24	12	12	12
8	BALLPEN, 12piece/box, preferably Pilot, Color: black, blue	VPAF	24	piece	12	0	12	0
		Budget Unit	12	piece	12	0	0	0
9	BALLPEN, 12piece/box, preferably Pilot, Color: Red	CCJE	12	piece	12	0	0	0
		R&D Office	24	piece	12	0	12	0
		VPRDET	24	piece	12	0	12	0
10	BALLPEN, Black	BAC	24	piece	12	0	12	0
		CoA- Extension	400	piece	200	0	200	0
		CoA- Research	24	piece	12	12	0	0
		CBEA- Research	120	Piece	30	30	30	30
		CoA	12	piece	12	0	0	0
		CPAIG- Research	120	Piece	30	30	30	30
		CHNS- Extension	50	piece	25	25	0	0
		CHNS- Research	24	piece	12	12	0	0
		CBEA	12	piece	4	4	2	2
		Infra Unit	36	piece	12	12	12	0
		CPAIG	36	piece	12	12	12	0
		LHS- Research	15	piece	0	15	0	0
		Payroll Section	24	piece	24	0	0	0
		SPMO	18	piece	18	0	0	0
		CEIT- Extension	120	piece	36	24	24	36
		President's Office	144	piece	36	36	36	36
		CBEA- Extension	180	piece	10	60	0	0
		CEIT- Research	72	piece	36	0	36	0
11	BALLPEN, blue	CBEA	12	piece	4	4	2	2



12	BALLPEN, Ordinary, 12 piece/box, Red	CPAIG	24	piece	12	12	0	0
13	BALLPEN Matrix, (Black)	VPASD	25	piece	7	6	6	6
14	BALLPEN, 50 piece/box	CoF- Extension	250	piece	150	100	0	0
15	BATTERY, Size AA, preferably Eveready	PMO	4	pair	2	0	2	0
		Library- LHS	4	pack	2	2	0	0
16	BATTERY 9 volts, Preferably energizer	LHS- Extension	2	box	1	0	1	0
17	BINDER BINDING MACHINE CUTTER, Metal, HD	CBEA- Research	1	set	1	0	0	0
18	BINDING AND PUNCHING MACHINE, two (2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	Quality Assurance	1	unit	1	0	0	0
19	BINDING MACHINE, 24 holes, 25 sheets punching capacity, preferably Nibo BMC-24D	R&D Office	1	unit	1	0	0	0
		VPRDET	1	unit	1	0	0	0
20	BOOK CARD, 90 cm.x 180 cm. length	Library- Rizal	100	piece	0	100	0	0
21	BOOK ENDS (Specification: Hight: 17 cm/7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g; Color: green)	Library- Dagupan	300	piece	150	0	150	0
22	BOOK HOLDER, 5"x 6"	Library- Rizal	12	pair	0	12	0	0
23	BOOK PAPER, 70GSM, Sub 20	ICTC	5		5	0	0	0
24	BOOK PAPER, short, 80gsm	Accounting Unit	15	ream	4	4	4	3
		CoA- Research	20	ream	6	3	5	6
		Records Office	1	ream	1	0	0	0
		Board Secretary	2	ream	2	0	0	0
		PE Dept	1	ream	1	0	0	0
		R&D Office	30	ream	10	5	10	5
		VPRDET	15	ream	5	5	5	0
		Budget Unit	6	ream	2	2	1	1
25	BOOK PAPER, A4	Board Secretary	6	ream	3	3	0	0
		CoA- Research	20	ream	6	3	5	6
26	BOOK PAPER, Legal	Board Secretary	24	ream	8	8	4	4
		Academic Council	6	ream	3	3	0	0
27	BOOK STAND (225 mm x 300 mm)	Library- Dagupan	5	piece	5	0	0	0
28	CABINET, Steel Filing, 4D, Vertical, Color: Gray	Accounting Unit	1	piece	1	0	0	0
		CBEA- Research	1	unit	1	0	0	0
		CEIT	3	UNIT	0	3	0	0
		CPAIG- Research	1	unit	1	0	0	0
		VPASD	1	unit	1	0	0	0
		CHNS	1	unit	1	0	0	0
		Dept. of Languages	1	unit	1	0	0	0
		Scholarship Services	1	unit	0	1	0	0
29	CABINET, Steel filing w/ safe vault, wrinkled, 4d	CEIT- Extension	1	unit	1	0	0	0
30	CABINET, Open Steel Shelves, 4 layers, 3 by 8 ft,	CPAIG	1	piece	1	0	0	0
31	CABINET, 3-layers display glass, size	CLA- Research	2	unit	0	1	1	0
32	FILING CABINET	CLA- Research	1	unit	0	1	0	0
33	CALCULATOR, Scientific	BAO-Office Proper	1	unit	1	0	0	0
		CLA- Research	1	unit	0	1	0	0
34	CARBON PAPER, permafilm legal, blue	Cashiering Unit	2	pads	1	0	1	0
35	CD-RW, 700MB, without cover	Cashiering Unit	24	piece	8	4	8	4
		LHS- Research	5	piece	5	0	0	0
		CEIT	20	PIECE	0	20	0	0
36	CD-RW, 700MB with cover	Accounting Unit	6	piece	2	1	2	1
37	Light Scribe CD	CEIT- Research	20	piece	10	0	10	0
38	CERTIFICATE FRAME, (8.5"x11")	CCJE- Extension	12	piece	6	0	6	0
		CHNS	10	piece	10	0	0	0
		LHS	10	piece	0	10	0	0
		President's Office	20	piece	20	0	0	0
		CBEA- Extension	20	Piece	10	10	0	0



39	CERTIFICATE FRAME, A4	CHNS- Extension	10	piece	5	5	0	0
		Director for Extension	20	piece	10	0	10	0
		GAD	10	piece	5	0	5	0
40	CERTIFICATE FRAME, size	CoA- Extension	30	piece	15	0	15	0
41	CERTIFICATE FRAME, (8.5" x 13")	LHS	5	piece	0	5	0	0
		President's Office	20	piece	20	0	0	0
42	CHALK, Dustless, Colored, Assorted Colors, 100piece /box	CCJE	1	box	1	0	0	0
		Bulanao CA	1	box	1	0	0	0
		CHNS	2	box	2	0	0	0
43	Chart & Other Types of Graphic Materials	Library- Rizal	15	piece	0	15	0	0
44	Clear Vinyl Transparent Cover (8x13)	CEIT- Research	100	piece	50	0	50	0
45	COLORED PAPER, Assorted Colors Letter	CEIT- Extension	2	ream	1	0	1	0
		CPAIG	5	ream	5	0	0	0
		CoF- Extension	5	ream	2	0	3	0
		Records Office	1	ream	1	0	0	0
46	COLORED PAPER, A4 80 gsm (250 sheets), Assorted	Library- Main	2	ream	0	2	0	0
47	COLORED PAPER, morocco (Maroon ,8.5x13)	CEIT	4	ream	0	4	0	0
48	COLORED PAPER, Assorted Colors legal	CPAIG	5	ream	5	0	0	0
		CHNS- Extension	1	ream	1	0	0	0
		CEIT- Research	4	ream	2	0	2	0
		CEIT- Extension	2	ream	1	0	1	0
		VPAF	1	ream	1	0	0	0
		C of Forestry	2	ream	1	1	0	0
		LHS	1	ream	1	0	0	0
		Library- Main	2	ream	0	2	0	0
		CoF- Extension	5	ream	2	0	3	0
		ODSDS-PS	1	ream	1	0	0	0
		Records Office	1	ream	1	0	0	0
49	COLORED PAPER, (Lavender or light Violet), Legal	President's Office	8	ream	2	2	2	2
50	COLOR PENCIL	CEIT- Extension	4	box	4	0	0	0
51	CONTINUOUS FORM, 3ply, 11" x 5.5", 500set/box Carbonless	Budget Unit	12	box	3	3	3	3
52	CORK BOARD, (1meterx1meter)	CoA- Research	1	piece	1	0	0	0
53	CORK BOARD, 2ft x 3ft	CBEA- Research	1	set	1	0	0	0
		CPAIG- Research	1	set	1	0	0	0
54	CORK BOARD with aluminum frame, 3 ft x 4 ft	R&D Office	2	piece	2	0	0	0
55	CORK BOARD, 3' x 5'	CPAIG	1	piece	1	0	0	0
56	CORK BOARD, 90 x 2 x 60 cm	Library- LHS	1	board	0	1	0	0
57	CORK BOARD (120 X 2 X 90 cm)	CEIT- Research	2	unit	1	0	1	0
58	CORK BOARD Brown, 4' x 6'	CHNS- Extension	1	Piece	1	0	0	0
59	CORK BOARD, 4' x 8'	CCJE- Extension	1	piece	1	0	0	0
		CHNS- Research	1	piece	1	0	0	0
60	CORK BOARD 18"x24" with Aluminum Frame	Library- Rizal	1	piece	0	1	0	0
61	CORRECTION FLUID, Touch & Go, 50 ml. tube	Library- Dagupan	2	tube	1	1	0	0
		CEIT	10	piece	0	10	0	0
		Library- Rizal	2	tube	1	1	0	0
62	CORRECTION TAPE, 8mx5mm	Library- LHS	2	piece	0	2	0	0
		CLA	24	piece	12	0	12	0
		SPMO	12	piece	2	4	2	4
		C of Forestry	4	piece	1	2	1	0
		CoF- Extension	5	piece	2	0	2	1
		Library- Main	14	piece	10	4	0	0
63	CORRECTION TAPE, 25m	CAO- Finance	6	piece	2	1	2	1
		Cashiering Unit	24	piece	6	6	6	6



64	CORRECTION TAPE, 50m	VPASD	6	piece	1	2	1	2
65	COTTON, 90g/pack	CoA- Extension	15	pack	0	15	0	0
66	Curtain Rod End, Stainless ,3/4 inch diameter	CHNS- Extension	1	piece	1	0	0	0
		Director for Extension	2	piece	2	0	0	0
67	Curtain Rod, Stainless 1 inch diameter	CHNS- Extension	1	piece	1	0	0	0
		Director for Extension	2	piece	2	0	0	0
68	Curtain rod holder, stainless	Director for Extension	4	piece	4	0	0	0
		CHNS- Extension	2	piece	2	0	0	0
69	Curtain readymade, floor length silk light blue	CHNS- Extension	3	piece	3	0	0	0
70	Curtain-ready made, floor length, silk or any thick fabric, plain, length: 85 inches, width:54 inches (for new office at the new R&D building, expose to the sun)	Director for Extension	8	piece	8	0	0	0
71	Damath Board (for elementary level - 3/level)	LHS- Extension	9	piece	0	9	0	0
72	Dark transfer paper	Auxiliary Office	3	pack	3	0	0	0
73	Data File Box with cover	CoA- Extension	4	piece	4	0	0	0
		C of Forestry	2	piece	1	1	0	0
		LHS- Extension	2	piece	2	0	0	0
		R&D Office	5	box	3	2	0	0
		Director for Extension	2	piece	2	0	0	0
		GAD	1	piece	1	0	0	0
74	Data File Box with cover, black	CBEA- Research	8	Box	4	4	0	0
		CPAIG- Research	8	Box	4	4	0	0
75	Digital camera, 20 megapixels with SD card and battery	CHNS- Research	1	unit	1	0	0	0
		LHS- Research	1	unit	0	1	0	0
76	Dish Cabinet, 5 layers, plastic	R&D Office	1	piece	1	0	0	0
77	Duct Tape, 2"	CoA- Research	4	roll	1	1	1	1
		CCJE	2	roll	0	1	0	1
		ODSDS-PS	5	roll	5	0	0	0
		R&D Office	4	roll	4	0	0	0
		VPRDET	4	roll	1	1	1	1
		CHNS	2	piece	2	0	0	0
		CEIT- Research	15	piece	9	0	6	0
78	Duct Tape, 2", black	Director for Extension	8	roll	3	3	2	0
		GAD	4	roll	2	0	2	0
79	Duct Tape, 2", green	President's Office	2	roll	1	0	1	0
		Bulanao CA	3	roll	1	0	1	1
		CBEA- Extension	2	roll	2	0	0	0
80	Duct Tape, 4"	R&D Office	4	roll	4	0	0	0
81	ELECTRIC FAN, Stand type, Standard, 18" HD, metal blade, Wattage:60W, Voltage:220V/60Hz	CoA	1	unit	0	1	0	0
82	Electric Mosquito Killer, Daimaru BT-2x10W Mosquito Electric Killer (Black)	CEIT	2	unit	0	2	0	0
83	ENVELOPE, DOCUMENTARY, Short, 500 piece/box	CoA- Research	120	piece	30	30	60	0
		VPRDET	120	piece	30	30	60	0
		CEIT- Extension	50	piece	25	0	25	0
84	Envelopes, Brown ,10"x 15 "	CHNS- Extension	100	piece	50	50	0	0
		CHNS- Research	100	piece	50	50	0	0
85	Envelope, Brown (A4)	CPAIG	200	piece	200	0	0	0
86	Envelope, brown (Long)	CPAIG	200	piece	200	0	0	0
		CEIT- Extension	50	piece	25	0	25	0
		CoA- Extension	50	piece	25	0	25	0
87	Envelope, Expanding w/ garter, weight-.04kgs, color-black, size-legal	ICTC	10	piece	10	0	0	0
88	Evidence Tag (stocked, Numbers and Letters)	CCJE	5	set	2	3	0	0
89	Extension wire with male plug and female sockets (4 m long)	CHNS	2	piece	2	0	0	0
90	Extension wire, 4 socket, 5 m	Director for Extension	1	piece	1	0	0	0
		CoF- Extension	1	piece	1	0	0	0

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
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 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		CBEA- Extension	1	Set	1	0	0	0
91	Extension Cord, 5m, 5 female outlets	CoA- Research	2	piece	2	0	0	0
92	Extension wire #14, With outlet and male plug, 10meter/set	COED	6	set	6	0	0	0
		CPAIG	1	piece	1	0	0	0
93	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	CCJE- Extension	1	set	1	0	0	0
		CCJE- Research	1	set	1	0	0	0
		CHNS- Research	1	piece	1	0	0	0
94	Extension Cord, 10m, 5 female outlets	VPRDET	2	piece	2	0	0	0
95	Extension Wire, 15 m, with accessories	ODSDS-PS	1	set	1	0	0	0
96	Extension cord, gauge 12, 4 gang, 15meters	CEIT- Extension	1	unit	1	0	0	0
		CHNS- Extension	1	piece	1	0	0	0
97	Extension wire, 4 socket, 20 m	CoA- Extension	1	piece	1	0	0	0
		Director for Extension	1	piece	1	0	0	0
		GAD	1	piece	1	0	0	0
98	Extension Wire (100m)	LHS	1	piece	1	0	0	0
99	Extension Wire (50 meters), with four sockets	LHS- Extension	1	set	1	0	0	0
100	Facsimile (for receiving of documents)	CEIT	1	set	0	1	0	0
		ODSDS-PS	1	piece	1	0	0	0
101	FASTENER, plastic, FS-5507 Assorted 7cm /50 Box	BAC	3	box	2	0	1	0
		CEIT	10	box	4	2	2	2
		LHS- Extension	1	box	1	0	0	0
		VPASD	2	box	1	1	0	0
102	Flash Drive ,16 GB, plug and play USB	CEIT- Extension	3	piece	1	0	2	0
		Director for Extension	4	piece	1	1	1	1
		GAD	1	piece	1	0	0	0
103	Flash Drive, Dual 3.0 (16GB)	CCJE	1	piece	1	0	0	0
104	Flash Drive, 32GB capacity, 1piece in individual blister/pack	Accounting Unit	2	piece	2	0	0	0
		Awong Publication	1	piece	1	0	0	0
		CBEA- Research	2	Piece	1	1	0	0
		CCJE	1	piece	1	0	0	0
		CPAIG- Research	2	Piece	1	1	0	0
		LHS- Research	4	piece	0	2	1	1
		President's Office	4	piece	4	0	0	0
		VPASD	3	unit	1	1	1	0
		CPAIG	2	piece	2	0	0	0
		ODSDS-PS	2	piece	2	0	0	0
		Payroll Section	2	piece	2	0	0	0
		Records Office	2	piece	1	0	1	0
		CAO	2	piece	1	0	1	0
		LHS	2	piece	2	0	0	0
		Budget Unit	2	piece	2	0	0	0
105	Flash drive, 32 GB, plug and play	CHNS- Research	1	piece	1	0	0	0
106	Flash drive, OTG, 128 GB, Transcend	R&D Office	2	piece	2	0	0	0
		VPRDET	2	piece	2	0	0	0
107	FOLDER, Expanded, Long	CBEA- Research	12	Piece	4	4	4	0
		LHS- Extension	10	piece	5	5	0	0
		Medical Services	100	Piece	50	0	50	0
		COED	500	pack	200	150	150	0
		CBEA- Research	12	Piece	4	4	4	0
		CPAIG- Research	12	Piece	4	4	4	0
108	Folder, Expanded, Metal Tab	CCJE	50	piece	25	25	0	0
		ODSDS-PS	10	piece	10	0	0	0
		LHS	20	piece	10	5	5	0
		President's Office	100	piece	50	50	0	0
		Records Office	100	piece	50	0	50	0
109	FOLDER, Expanded Long (green)	CoA- Extension	50	piece	25	0	25	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



110	Folder, Pressboard, green, 210mmx370mm	CoA- Research	200	piece	60	60	80	0
		R&D Office	200	piece	60	60	80	0
		CEIT- Extension	50	piece	25	0	25	0
		Director for Extension	300	piece	100	100	100	0
		CoF- Extension	100	box	100	0	0	0
		GAD	50	piece	50	0	0	0
		COED	10	pack	4	3	3	0
111	Folder, Plastic Envelope, Legal	CBEA	100	piece	0	0	100	0
112	Folder, Fancy (morocco), Short, 50 piece/bundle	President's Office	50	bundle	50	0	0	0
113	Folder, Morocco, legal, lavender	Board Secretary	120	piece	30	30	30	30
114	Folder, Legal, white, 50piece/pack	CoA	4	pack	2	0	2	0
		CoF- Extension	3	pack	1	0	1	1
115	Folder, Long, White, 100piece /Pack	CEIT	10	pack	10	0	0	0
		C of Forestry	1	pack	1	0	0	0
116	Folder, Plastic, Long, Sliding	Accounting Unit	20	piece	10	0	10	0
117	Folder, Plastic, Short, Sliding	Accounting Unit	20	piece	10	0	10	0
118	Folder (A4), Green	ICU	20	piece	20	0	0	0
119	Folder, A4, white, 50piece/pack	C of Forestry	1	pack	1	0	0	0
		CoF- Extension	3	bundle	1	0	1	1
		CoA	2	pack	1	0	1	0
120	Folder, Tagboard, Short, 100piece/pack	ODSDS-PS	1	pack	1	0	0	0
		Accounting Unit	50	piece	20	10	10	10
121	FOLDER (Long), Green	ICU	60	piece	60	0	0	0
122	FOLDER, brown (A4), 50/bundle	CoA- Extension	2	bundle	1	0	1	0
		LHS- Research	50	piece	0	50	0	0
123	FOLDER, brown, Legal, 50/bundle	BAO-Office Proper	120	piece	30	30	30	30
		CoA- Extension	100	piece	50	0	50	0
		LHS- Research	50	piece	0	50	0	0
124	Folder (Long) Brown/100piece	Bulanao CA	6	ream	2	2	1	1
		CPAIG	7	pack	3	1	1	2
125	Galloon, 4 5-liter round	Dept. of Languages	4	piece	4	0	0	0
126	GLUE (100 grams)	CHNS	5	tube	2	1	2	0
		CHNS- Extension	1	Piece	1	0	0	0
127	GLUE, All Purpose,130g. Preferably ELMER's Glue	Accounting Unit	2	piece	1	1	0	0
		PMO	4	tube	2	2	0	0
		VPASD	3	bottle	1	0	1	1
128	GLUE-multi-purpose Glue 225 ml. preferably ELMER's Glue	Library- Rizal	3	piece	1	1	1	0
		Medical Services	15	Jar	8	0	7	0
129	Glue, all purpose, 300 grams min	CCJE	10	jar	2	2	2	4
		ODSDS-PS	2	jar	1	0	1	0
		LHS	5	jar	2	1	2	0
		President's Office	5	jar	2	1	2	0
		VPAF	1	piece	1	0	0	0
		CPAIG	5	jar	2	1	1	1
		CHNS- Research	1	Piece	1	0	0	0
		Payroll Section	1	jar	1	0	0	0
		Records Office	2	jar	1	0	1	0
130	GLUE GUN, m/s	CHNS	1	piece	1	0	0	0
		Records Office	1	piece	1	0	0	0
		CAO	1	piece	1	0	0	0
		VPAF	1	piece	1	0	0	0
		LHS	1	piece	1	0	0	0
131	GLUE STICK, Large	ODSDS-PS	10	piece	5	0	5	0
		LHS	20	piece	20	0	0	0
		President's Office	20	piece	5	5	5	5
		Records Office	30	piece	15	0	15	0
		CAO	30	piece	15	0	15	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



132	HAND TOWEL, white	Medical Services	20	Piece	20	0	0	0
133	HDMI Adaptor	CoA- Extension	1	piece	1	0	0	0
		LHS- Extension	1	piece	1	0	0	0
134	HDMI Cable, 6FT Display Port, DP M/M	CEIT- Extension	1	piece	1	0	0	0
135	HDMI connector (1.5 meters), use to connect the Laptop and the LCD Projector	VPASD	1	piece	1	0	0	0
136	Highlighters pen (Green)	CEIT- Extension	15	piece	8	0	7	0
		CEIT- Research	15	piece	8	0	7	0
137	Hot melt glue	Auxiliary Office	13	kg	13	0	0	0
138	Illustration board, 1 whole	VPRDET	12	piece	3	3	3	3
		R&D Office	12	piece	3	3	3	3
139	Illustration board, 1/2	CoA- Research	12	piece	3	3	3	3
140	Index Card (3X5)	Payroll Section	200	piece	100	0	100	0
141	Index Card (8X5)	Payroll Section	100	piece	50	0	50	0
142	Ink Roller	CCJE	3	piece	1	0	2	0
143	Inks Lab.	CCJE	3	piece	1	0	2	0
144	Ink for Whiteboard Marker, Refill, Pilot, size	CBEA	5	piece	0	0	5	0
		CHNS	1	bottle	1	0	0	0
		COED	12	bottle	3	3	3	3
145	Ink Refill for Permanent Marker	Accounting Unit	2	bottle	1	0	1	0
146	Lapel, rechargeable battery (for extension training activities)	CoA- Extension	1	unit	1	0	0	0
147	Linen Paper, 180gsm, short, 10 piece/pack	CEIT- Extension	50	pack.	25	0	25	0
		Director for Extension	50	pack	25	0	25	0
		GAD	10	pack	10	0	0	0
		Awong Publication	5	pack	5	0	0	0
		CCJE- Extension	50	pack	20	0	20	10
		CCJE	20	pack	5	5	5	5
		President's Office	10	pack	4	2	4	0
		ODSDS-PS	40	pack	10	10	10	10
		CCJE	20	pack	5	5	5	5
		CAO	1	pack	1	0	0	0
		CAO- Finance	20	pack	5	5	5	5
		R&D Office	10	pack	0	0	10	0
		PE Dept	5	pack	5	0	0	0
		VPRDET	10	pack	0	0	10	0
		Dept. of Languages	1	pack	1	0	0	0
		SWK Office	25	pack	10	15	0	0
148	Linen Paper, letter size (8.5"x11"), 10piece/pack, White	CEIT	10	pack	10	0	0	0
		CEIT- Extension	30	set	15	0	15	0
149	Linen paper,180gsm, Short, 10 piece/pack, Cream	CBEA- Research	5	pack	5	0	0	0
		CEIT	10	pack	10	0	0	0
		CLA	36	pack	9	9	9	9
		CPAIG- Research	5	pack	5	0	0	0
150	Linen paper, matte A4, White (10piece/pack)	CoA- Extension	50	pack	25	0	25	0
		CEIT- Extension	50	pack.	25	0	25	0
		Director for Extension	50	pack	25	0	25	0
		GAD	10	pack	10	0	0	0
		Guidance Office	14	pack	6	3	5	0
151	Linen Board, A4 180 GSM 10 piece/pack, Assorted colors	CBEA	10	pack	5	0	5	0
		CCJE- Research	5	pack	5	0	0	0
		CHNS	25	pack	20	5	0	0
	cream	CHNS- Research	10	Pack	5	5	0	0
	Cream	CBEA- Extension	10	pack	0	5	5	0
		Bulanao CA	1	pack	0	1	0	0
		President's Office	20	pack	8	4	8	0
		ODSDS-PS	40	pack	10	10	10	10
		LHS	30	piece	20	10	0	0
		CAO	1	pack	1	0	0	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAOG, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		CCJE- Research	5	pack	5	0	0	0
		CHNS- Extension	200	Piece	100	100	0	0
152	Linen Paper, 180gsm, legal, 10pieces/pack	Awong Publication	5	pack	5	0	0	0
		CBEA	200	pack	30	40	80	50
		CoA- Research	20	pack	10	0	10	0
		CCJE	20	pack	0	10	0	10
		VPASD	40	pack	30	5	0	5
		ODETEIL	5	pack	5	0	0	0
		CoF- Extension	10	pack	2	3	2	3
		President's Office	10	pack	4	2	4	0
		ODSDS-PS	40	pack	10	10	10	10
		LHS	20	piece	20	0	0	0
		CAO	1	pack	1	0	0	0
		CAO- Finance	20	pack	5	5	5	5
		R&D Office	20	pack	10	0	10	0
		Library- Main	10	pack	0	5	5	0
		CoA	5	pack	5	0	0	0
		CHNS- Research	10	Pack	5	5	0	0
		DRRM	1	pack	0	0	0	1
		CTPD	100	pack	50	0	50	0
	white	COED	30	pack	10	0	10	10
		Board Secretary	10	pack	10	0	0	0
		VPRDET	20	pack	10	0	10	0
		CEIT- Extension	50	pack.	25	0	25	0
		CoA- Extension	20	pack	10	0	10	0
		Director for Extension	50	pack	25	0	25	0
		GAD	10	pack	10	0	0	0
	Cream	CBEA- Research	5	pack	5	0	0	0
	Cream	CHNS- Extension	200	Piece	100	100	0	0
	Cream	CLA	36	pack	9	9	9	9
	Cream	CPAIG- Research	5	pack	5	0	0	0
	Cream	CBEA- Extension	5	pack	0	5	0	0
153	Manila Paper	CoA- Extension	20	piece	10	0	10	0
		LHS- Extension	12	piece	12	0	0	0
		PE Dept	10	piece	0	0	10	0
154	Map of the World, B/s	ODETEIL	1	piece	1	0	0	0
155	Marker permanent, Black, broad point	Accounting Unit	25	piece	6	9	3	7
		CoA- Extension	12	piece	6	0	6	0
		CEIT- Extension	10	piece	5	0	5	0
		CEIT- Research	10	piece	5	0	5	0
		CHNS- Extension	1	Box.	1	0	0	0
		CHNS- Research	1	Box.	1	0	0	0
		CoA	5	box	1	2	1	1
		Director for Extension	1	box	0	0	1	0
		Forestry- Research	1	box	0	0	1	0
		CoF- Extension	2	box	1	0	1	0
		President's Office	12	piece	3	3	3	3
		ODSDS-PS	12	piece	4	4	0	4
		LHS	5	piece	5	0	0	0
		VPAF	12	piece	3	3	3	3
		Records Office	5	piece	3	0	2	0
156	Marker, Whiteboard, refillable, preferably pilot	CHNS	3	box	2	1	0	0
		CHNS- Research	2	box	1	1	0	0
		CHNS- Extension	10	piece	5	5	0	0
		VPRDET	72	piece	12	24	12	24
157	Marker for Projector with plastic eraser, permanent ink	Auxiliary Office	10	piece	5	0	5	0
158	Metal Bookends, HD	Library- Main	50	piece	0	25	25	0
159	Microphone Stand	LHS	2	piece	2	0	0	0
160	Microphone, wireless, with battery	CBEA- Research	2	Piece	2	0	0	0



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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
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		CPAIG- Research	2	Piece	2	0	0	0
		LHS	1	set	1	0	0	0
161	Microphone with cord, Stainless (10 meters)	LHS- Extension	1	piece	1	0	0	0
162	Netbook, 10.1" Display, Acer Aspire	CoF- Extension	1	unit	1	0	0	0
163	Net book (computer)	CLA- Research	1	unit	0	1	0	0
164	Notebook, 50 leaves	CoA- Extension	400	piece	200	0	200	0
		CoF- Extension	15	piece	5	0	5	5
165	Note Mobile Pedestal, 3 Layer, width: 565 mm; depth: 645 mm; Height: 420 mm	CCJE- Extension	1	unit	1	0	0	0
		CCJE	2	unit	0	2	0	0
		CCJE- Research	1	unit	1	0	0	0
		Quality Assurance	1	unit	1	0	0	0
166	Note Pad (Stick-on 2"x1")	Accounting Unit	12	piece	3	3	3	3
167	ORGANIZER TRAY/rack, 3 layers	CCJE	2	unit	1	1	0	0
		CEIT	5	piece	5	0	0	0
		CHNS- Extension	1	Piece	1	0	0	0
		CHNS	3	piece	3	0	0	0
		Library- LHS	1	set	0	1	0	0
		Library- Main	1	set	0	1	0	0
		C of Forestry	2	unit	1	0	1	0
		President's Office	1	unit	1	0	0	0
		CAO- Finance	1	piece	1	0	0	0
		ICTC	1		1	0	0	0
		CBEA- Extension	1	Unit	1	0	0	0
168	PAD PAPER, Yellow, Ruled	CoA- Extension	15	pad	8	0	7	0
		CCJE- Extension	10	pad	2	2	2	4
		VPAF	5	pad	1	1	1	2
		R&D Office	4	pad	1	1	1	1
		VPRDET	4	pad	1	1	1	1
169	PAPER BAG	R&D Office	30	piece	0	0	30	0
		VPRDET	30	piece	0	0	30	0
170	PAPER CATCH/Moisturizer	C of Forestry	1	piece	1	0	0	0
171	PAPER, MULTICOPY, Short	ICU	10	ream	10	0	0	0
		CAO- Finance	3	ream	1	1	1	0
		C of Forestry	30	ream	15	15	0	0
		CoF- Extension	30	ream	10	5	10	5
		ODSDS-PS	5	ream	2	2	0	1
		Dept. of Languages	2	ream	2	0	0	0
172	Paper, Multi-Purpose (copy) 8.5 X 24 Inches, 70gsm	Payroll Section	6	ream	2	1	2	1
173	PAPER, PPIECE, A3	INFRA UNIT	20	ream	5	5	5	5
174	PAPER, PPIECE, Short	CEIT- Research	25	ream	25	0	0	0
		CLA	12	ream	6	0	6	0
175	PAPER, letter (sub 24)	CoA	5	ream	0	5	0	0
176	PAPER, PPIECE A4	CEIT- Research	25	ream	15	0	10	0
		CLA	50	ream	25	0	25	0
		INFRA UNIT	10	ream	5	5	0	0
		CHNS	20	ream	5	5	5	5
		COED	20	ream	5	5	5	5
		CoA	50	ream	10	10	15	15
		CLA- Research	35	ream	5	15	5	10
		Dept. of Mathematics	35	ream	5	15	5	10
		Nat Sci Dept	35	ream	5	15	5	10
177	PAPER, PPIECE, Legal	BAO-Office Proper	2	ream	0	1	0	1
		CEIT- Research	100	ream	50	0	50	0
		CHNS	20	ream	5	5	5	5
		COED	85	ream	20	20	25	20
		Dept. of Mathematics	35	ream	5	10	10	10
		CLA	50	ream	25	0	25	0
		CLA- Research	35	ream	5	10	10	10
		Nat Sci Dept	35	ream	5	10	10	10

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		CoA	50	ream	10	10	15	15
		ICTC	5		5	0	0	0
178	Paper Cutter (350x350) with wood structure	CEIT- Extension	1	unit	1	0	0	0
		CEIT- Research	1	unit	1	0	0	0
		CHNS	1	unit	1	0	0	0
179	Paper cutter Board 12 x 10	CHNS- Extension	1	Piece	1	0	0	0
180	Paper Cutter Heavy duty, metal, 380mmX300mm, Adjustable, preferably Guillotine	VPASD	1	piece	1	0	0	0
181	Photo Frame, 8.5" x 11"	CoA	5	piece	5	0	0	0
182	Photo Paper, Glossy, 10piece/pack, Letter size	CBEA- Research	5	pack	5	0	0	0
		Bulanao CA	7	pack	2	2	2	1
		CPAIG- Research	5	pack	5	0	0	0
		ODSDS-PS	1	pack	1	0	0	0
		R&D Office	10	pack	5	5	0	0
		VPRDET	10	pack	5	5	0	0
		CBEA- Extension	5	pack	5	0	0	0
183	Photo paper, 20piece/pack, A4, High Glossy	President's Office	2	pack	1	1	0	0
		CPAIG	6	pack	0	3	2	1
		CAO- Finance	2	Pack	1	0	1	0
		ODSDS-PS	1	pack	1	0	0	0
		R&D Office	10	pack	5	5	0	0
		VPRDET	10	pack	5	5	0	0
184	Photo paper, 20 piece/pack, Legal, High Glossy	Bulanao CA	2	pack	1	0	1	0
		C of Forestry	2	pack	1	1	0	0
		CoF- Extension	10	pack	5	0	5	0
		CoA	10	pack	5	5	0	0
		CCJE	6	pack	2	0	2	2
		ODSDS-PS	1	pack	1	0	0	0
		R&D Office	10	pack	5	5	0	0
		VPRDET	10	pack	5	5	0	0
		C of Forestry	2	pack	2	0	0	0
185	Photo paper (Kodak Inkjet RC gloss 270GSM, Long	VPASD	10	pack	5	0	5	0
186	Plastic cover	CoA- Extension	1	roll	1	0	0	0
		CEIT	1	roll	0	1	0	0
		CPAIG	10	meter	4	2	2	2
187	Powered Portable Sound System with Free 2 Wireless Handheld Microphones (Model: DRM - 915; 15" Active PA System; 2 VHF Wireless Mic; USB/ SD Card; Bluetooth/ FM Radio; Trolley & Wheels; 12V/ 7A Lead - acid battery; SPL: 96 ± 2 & B; 220 V - 50Hz; NW: 14 kg; GW: 15kg; MEAS.: 485 x 400 x 740 MM)	CoA- Extension	1	unit	1	0	0	0
188	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	CCJE	1	unit	1	0	0	0
		CCJE- Extension	1	unit	1	0	0	0
		CCJE	1	unit	1	0	0	0
		CEIT- Extension	1	piece	1	0	0	0
		Quality Assurance	1	unit	1	0	0	0
		Director for Extension	1	unit	1	0	0	0
189	PRINTER, 3 in 1, Continuous ink	CEIT	1	Unit	0	1	0	0
		CHNS	1	unit	1	0	0	0
		CLA	1	unit	1	0	0	0
		VPAF	1	unit	1	0	0	0
		CPAIG	1	unit	1	0	0	0
		ODSDS-PS	1	unit	1	0	0	0
		C of Forestry	1	unit	1	0	0	0
		GAD	1	unit	1	0	0	0
		DRRM	1	unit	0	0	0	1
190	PUSH PIN, flat head type, assorted colors, 100s/case	BAC	1	case	1	0	0	0
		CCJE	10	box	2	2	4	2
		CHNS- Extension	2	box	1	1	0	0
		CHNS- Research	2	box	1	1	0	0
		Bulanao CA	5	box	0	2	1	2

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB\_GOODS\_2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		ODSDS-PS	3	box	1	1	1	0
		LHS	2	box	2	0	0	0
191	Push Pin, hammerhead type, 100piece/box	CBEA- Research	2	Box	2	0	0	0
		CCJE- Extension	2	box	1	0	1	0
		CHNS	5	box	3	2	0	0
		VPASD	2	box	1	1	0	0
		R&D Office	12	box	3	3	3	3
		VPRDET	12	box	3	3	3	3
		CPAIG- Research	2	Box	2	0	0	0
		Director for Extension	2	case	1	0	1	0
		Forestry- Research	1	case	1	0	0	0
		C of Forestry	2	box	1	1	0	0
		CoF- Extension	1	box	1	0	0	0
		CoA	12	box	2	4	2	4
		CPAIG	3	box	3	0	0	0
		CBEA- Extension	1	Box	1	0	0	0
192	PVC, long	CCJE- Research	66	piece	36	0	30	0
193	PVC, A4	CCJE- Research	66	piece	36	0	30	0
194	PVC Plastic Cover, Thick pre-cut for Long Folder	Board Secretary	120	piece	30	30	30	30
195	Record Book, landscape (200 pages)	CoA- Extension	50	piece	50	0	0	0
196	Ring Binder Machine (150 sheet binding capacity with a maximum comb size of 18 mm)	CEIT- Research	1	unit	1	0	0	0
197	Plastic Binder Ring 30 holes circles Ring	CBEA- Research	150	piece	30	60	30	30
198	Ring Binder, 1"	Accounting Unit	10	piece	2	2	4	2
		CCJE	24	piece	0	12	12	0
		R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
		Director for Extension	10	piece	5	0	5	0
		CCJE- Research	3	piece	3	0	0	0
		CPAIG	11	piece	2	3	3	3
		Quality Assurance	5	piece	0	5	0	0
199	Ring Binder, 1/2"	Accounting Unit	10	piece	4	2	2	2
		Director for Extension	10	piece	5	0	5	0
		Quality Assurance	5	piece	0	5	0	0
		R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
200	Ring binder, 2"	CCJE	24	piece	0	12	12	0
		CCJE- Research	3	piece	3	0	0	0
		R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
		Director for Extension	10	piece	5	0	5	0
		Quality Assurance	5	piece	0	5	0	0
201	Ring binder 3"	R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
		Director for Extension	10	piece	5	0	5	0
		Quality Assurance	5	piece	0	5	0	0
202	Ring Binder, 3/4"	Accounting Unit	10	piece	2	2	4	2
		R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
		Director for Extension	10	piece	5	0	5	0
		Quality Assurance	5	piece	0	5	0	0
203	Ring binder 4"	R&D Office	24	piece	6	6	12	0
		VPRDET	24	piece	6	6	12	0
		Director for Extension	10	piece	5	0	5	0
204	Ring Binder, Plastic 5/16" 8MM	CEIT- Research	50	piece	25	0	25	0
205	Rubber band (small size)	Cashiering Unit	24	roll	6	6	6	6
		CoA- Extension	1	box	1	0	0	0
206	Rubber Stamp, regular size	Library- Rizal	1	piece	1	0	0	0
207	SACK, 50 kg cap	CLA	60	piece	15	15	15	15
208	SALA SET	ODSDS-PS	1	unit	1	0	0	0

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		CLA- Research	1	unit	0	1	0	0
209	Sala Set with coffee table	ODETEIL	1	set	1	0	0	0
210	Sala sofa set with center table, leather, black	PE Dept	1	set	1	0	0	0
211	Sci-dama Board (for elementary level - 3/ level)	LHS- Extension	9	piece	0	9	0	0
212	Scissors ,6", Heavy duty, wide-hole handle	CoA- Extension	4	pair	2	0	0	2
		CEIT- Extension	2	pair	2	0	0	0
		CHNS- Research	2	piece	1	1	0	0
		R&D Office	4	piece	1	1	1	1
		VPRDET	4	piece	1	1	1	1
		Library- LHS	1	piece	0	1	0	0
		Quality Assurance	2	piece	0	0	2	0
		CoA- Research	4	piece	1	1	1	1
		CoA- Extension	4	pair	2	0	0	2
		Director for Extension	2	pair	2	0	0	0
		GAD	1	pair	1	0	0	0
		CEIT	10	piece	0	10	0	0
		Library- Rizal	2	piece	0	2	0	0
		President's Office	2	pair	2	0	0	0
213	SCISSORS, stainless	BAO-Office Proper	1	piece	1	0	0	0
214	SCISSORS,12" HBW	COED	4	piece	4	0	0	0
		CHNS	2	piece	1	0	1	0
215	SD CARD, 64GB	Director for Extension	2	piece	1	0	1	0
216	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, Preferably Energel	Cashiering Unit	4	box	1	1	1	1
		CAO- Finance	6	box	2	1	2	1
		PMO	24	piece	8	6	6	4
		BAO-Office Proper	6	piece	1	2	1	2
		R&D Office	24	piece	6	6	6	6
		VPRDET	24	piece	6	6	6	6
217	SIGN PEN, Black, pilot G-tech-C4, .4	LHS- Extension	3	piece	3	0	0	0
		PMO	8	piece	4	3	1	0
		SPMO	4	piece	1	1	1	1
218	SIGN PEN, blue, pilot G-tech-C4, .4	BAC	20	piece	10	0	10	0
219	SOFA, 3 seats, 87"W x 29"D x 22-1/2"H overall	CCJE- Research	1	set	1	0	0	0
220	STAMP PAD INK, Blue, 50ml (min)	CHNS	2	bottle	1	1	0	0
221	STAMP PAD INK, Red, 50ml (min)	PMO	2	bottle	2	0	0	0
222	STAPLE WIRE, #10	Records Office	1	box	1	0	0	0
223	STAPLE WIRE, STANDARD, 5000 wires/box, #35	Accounting Unit	5	box	2	1	2	0
		BAC	4	box	2	0	2	0
		BAO-Office Proper	3	box	1	1	1	0
		CoA- Research	6	box	2	1	3	0
		Cashiering Unit	18	box	6	3	6	3
		CCJE	12	box	2	3	3	4
		CEIT	20	box	0	20	0	0
		CEIT- Extension	4	box	4	0	0	0
		CHNS	5	box	3	0	2	0
		CLA	10	box	5	0	5	0
		CHNS- Extension	1	box	1	0	0	0
		CHNS- Research	1	box	1	0	0	0
		COED	10	box	3	3	3	1
		R&D Office	6	box	2	1	3	0
		VPRDET	6	box	2	1	3	0
		CAO- Finance	6	box	2	1	2	1
		LHS- Research	4	box	0	2	2	0
		PMO	6	box	3	1	2	0
		CoA	10	box	2	2	4	2
		SPMO	12	box	3	3	3	3
		Director for Extension	4	box	1	1	1	1
		Forestry- Research	4	box	2	2	0	0
		GAD	2	box	1	0	1	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
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		ICU	3	box	3	0	0	0
		ODSDS-PS	5	box	3	0	2	0
		LHS	5	box	2	1	2	0
		VPAF	6	box	1	2	1	2
		CPAIG	20	box	3	13	2	2
		CoF- Extension	10	box	5	0	5	0
		VPASD	8	box	3	3	0	2
		Budget Unit	2	box	0	1	1	0
		Guidance Office	1	Box	1	0	0	0
		CBEA- Extension	1	box	1	0	0	0
224	Staple wire 1/2", 1000 wires/box	CEIT	1	box	0	1	0	0
225	Staple wire, 1/4', 1000 wires/box	CEIT	1	box	0	1	0	0
226	Staple wire 5/16", 1000 wires/box	CEIT	1	box	0	1	0	0
227	Staple wire, 1208 FA-h, 8mm (5/16")	Records Office	1	box	1	0	0	0
228	Staple wire 3/8", 1000 wires/box	CEIT	1	box	0	1	0	0
229	Staple wire, 23/6	Quality Assurance	5	box	5	0	0	0
		CEIT- Extension	5	box	3	0	2	0
		President's Office	1	box	1	0	0	0
		CAO- Finance	2	box	2	0	0	0
		CCJE	2	box	1	0	1	0
		CBEA- Extension	1	Box	1	0	0	0
230	Staple Wire for binding 23/8	President's Office	1	box	1	0	0	0
231	Staple Wire 23/10,500 piece/box	Awong Publication	1	box	1	0	0	0
		President's Office	1	box	1	0	0	0
		Records Office	1	box	1	0	0	0
232	Staple wire, no. 23/17	CEIT- Extension	2	box	2	0	0	0
		Director for Extension	1	box	1	0	0	0
		Forestry- Research	1	box	1	0	0	0
		GAD	1	box	1	0	0	0
233	Staple wire, 23/20,20mm, 140-200 sheet	CoF- Extension	2	box	1	0	1	0
234	staple wire, 23/23, 1000 wires/box	Awong Publication	1	box	1	0	0	0
		Quality Assurance	5	box	5	0	0	0
235	Stapler, for Binding, HD, 23/6-23/25 399	CCJE	1	piece	0	1	0	0
		CEIT- Extension	1	unit	1	0	0	0
		CEIT- Research	1	unit	1	0	0	0
		Bulanao CA	1	Set	0	0	0	1
		CLA- Research	1	unit	1	0	0	0
		CoF- Extension	1	unit	1	0	0	0
		Budget Unit	1	piece	1	0	0	0
		CBEA- Extension	1	Unit	1	0	0	0
236	Sticker paper, A4, 10piece/pack, Assorted Colors	CoA- Research	5	pack	3	0	2	0
		CCJE	10	pack	2	4	4	0
		Director for Extension	10	pack	5	0	5	0
		President's Office	2	pack	1	1	0	0
		C of Forestry	2	pad	1	1	0	0
		CoF- Extension	5	pack	2	1	1	1
		ODSDS-PS	4	pack	2	0	2	0
		Quality Assurance	10	pad	10	0	0	0
		CoA	30	pack	15	0	15	0
		Records Office	2	pack	2	0	0	0
		GAD	10	pack	10	0	0	0
237	Sticker paper, A4, 10 piece /pack, white	CHNS- Extension	5	Piece	2	3	0	0
		CHNS- Research	5	Piece	3	2	0	0
		VPRDET	5	pack	1	1	3	0
238	STICKER PAPER, assorted color, 10 piece/pack, legal	BAC	4	pack	2	0	2	0
		R&D Office	5	pack	1	1	3	0
239	STICKER PAPER, matte (White), 10piece/pack	CoA- Extension	20	pack	10	0	10	0
240	STICKY NOTES, Arrow tab, (sign here tab) colored, 10 pads/pack	BAC	4	pack	2	0	2	0
		CCJE- Extension	2	pad	1	0	1	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



		CCJE- Research	5	pad	5	0	0	0
		CEIT	20	box	0	20	0	0
		Administrative Council	10	set	5	0	5	0
		ODSDS-PS	3	pad	3	0	0	0
		Quality Assurance	10	pad	10	0	0	0
		VPAF	1	pad	1	0	0	0
		Records Office	3	pad	2	0	1	0
		ICU	2	pad	2	0	0	0
		President's Office	10	pad	3	3	3	1
		PMO	2	pad	2	0	0	0
241	Storage and Organizing box - high impact resistant 50L	CHNS- Extension	1	Piece	1	0	0	0
		CEIT- Extension	2	piece	1	0	1	0
		Director for Extension	2	piece	2	0	0	0
		GAD	1	piece	1	0	0	0
242	Storage and Organizing box - high impact resistant 35L	CEIT- Extension	2	piece	1	0	1	0
243	Styrofoam 1/2 inch	CBEA	12	piece	0	0	12	0
244	Sublimation paper	Auxiliary Office	10	pack	10	0	0	0
245	Swivel Chair, Jr. Executive, Black, Steel Base	CCJE- Extension	2	unit	2	0	0	0
		CCJE- Research	2	unit	2	0	0	0
		CBEA- Extension	1	Unit	1	0	0	0
		CLA- Research	1	unit	0	1	0	0
246	Swivel Chair, Gas type, Clerical with arm rest	C of Forestry	1	unit	1	0	0	0
247	Table Napkin, Empress 350 Folded	ODSDS-PS	5	pack	2	0	2	1
		Quality Assurance	5	pack	5	0	0	0
248	Tape, Double sided, 1/2"	CHNS- Extension	6	Piece	3	3	0	0
		Quality Assurance	2	roll	0	0	2	0
		ODSDS-PS	10	roll	5	0	5	0
		President's Office	2	roll	1	1	0	0
249	Tape, Double sided, 1", 50m/roll	CoA- Research	6	roll	3	0	3	0
		CBEA	40	piece	0	0	40	0
		CCJE	20	roll	2	8	6	4
		CCJE- Research	8	roll	8	0	0	0
		CEIT	10	roll	0	10	0	0
		CEIT- Extension	8	roll	4	0	4	0
		CHNS	6	roll	3	0	3	0
		CHNS- Research	4	roll	2	2	0	0
		Records Office	3	roll	1	0	1	1
		Medical Services	3	Roll	2	0	1	0
		CHNS- Research	4	roll	2	2	0	0
		Library- Dagupan	3	piece	2	1	0	0
		CLA- Research	6	roll	2	0	4	0
		Dept. of Mathematics	6	roll	2	0	4	0
		Director for Extension	8	roll	2	2	2	2
		GAD	2	roll	1	0	1	0
		C of Forestry	2	roll	1	1	0	0
		VPAF	6	roll	3	1	0	2
		CPAIG	12	roll	3	3	3	3
		ODSDS-PS	10	roll	5	0	5	0
		LHS	10	roll	5	5	0	0
		VPAF	1	roll	1	0	0	0
		Nat Sci Dept	6	roll	2	0	4	0
		R&D Office	12	roll	3	3	6	0
		VPRDET	12	roll	3	3	6	0
		Library- LHS	5	roll	0	5	0	0
		Library- Main	5	roll	0	2	3	0
		CBEA- Extension	3	roll	3	0	0	0
250	TAPE; heavy duty, double sided, 3"	CHNS	5	piece	5	0	0	0
251	THUMB TACKS	CBEA	6	box	3	1	2	0
		Bulanao CA	12	box	1	5	4	2
		President's Office	3	box	1	1	1	0

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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
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		Quality Assurance	5	box	0	5	0	0
		Records Office	3	box	2	0	1	0
		CAO	3	box	2	0	1	0
		CPAIG	5	box	1	2	1	1
		CBEA- Extension	3	Box	3	0	0	0
252	UPS/APIECE Battery back-up, 650 VA	CCJE	1	unit	0	1	0	0
253	Voice Recorder, High Resolution preferably sony	Board Secretary	1	piece	1	0	0	0
254	Wall Clock, Analog, 18", White	CCJE- Extension	1	piece	1	0	0	0
		CCJE	1	piece	1	0	0	0
		C of Forestry	1	piece	1	0	0	0
		Library- LHS	1	piece	0	1	0	0
		Quality Assurance	1	piece	1	0	0	0
		Records Office	1	piece	1	0	0	0
255	Water Dispenser, Hot and Cold (NW - 10.8 kg; GW - 11.9 kgs; Size - 323 x 345 x 995 mm; Model - YLRS - A)	CoA- Research	1	unit	1	0	0	0
		CCJE- Extension	1	unit	1	0	0	0
		CEIT- Extension	1	unit	1	0	0	0
		CoA	1	unit	1	0	0	0
		Dept. of Languages	1	unit	1	0	0	0
256	Water Dispenser, Hot and Cold, with gallon	CCJE	1	unit	1	0	0	0
		CCJE- Research	1	unit	1	0	0	0
		CBEA- Extension	1	Unit	1	0	0	0
257	Water container 25L Round plastic for water dispenser	CCJE- Extension	1	piece	1	0	0	0
		CCJE	2	piece	2	0	0	0
		GAD	2	piece	2	0	0	0
		President's Office	4	piece	4	0	0	0
258	Water container, round, 5 gal/18 liter cap.	CEIT- Extension	1	piece	1	0	0	0
259	White board (1mx1.5)	CoA- Research	1	piece	1	0	0	0
260	White board (2ft x 3ft)	CBEA- Research	1	set	1	0	0	0
		Records Office	1	unit	1	0	0	0
		CAO- Finance	1	unit	1	0	0	0
261	White Board, 2' x 3'	VPAF	1	unit	1	0	0	0
262	White board, 3 ft x 4 ft	R&D Office	2	piece	2	0	0	0
		LHS- Extension	1	piece	1	0	0	0
263	White Board 3' x 5'	CPAIG	1	piece	1	0	0	0
264	White board with Aluminum frame and stand, 4ft x 6 ft	R&D Office	1	piece	1	0	0	0
265	White Board 4" x 8" with stand	CEIT	10	piece	0	10	0	0
		CHNS	3	piece	3	0	0	0

**Lot B: CONSUMABLES**

1	Ink Cartridge, HP 46, Black	Budget Unit	2	cart	2	0	0	0
2	Ink Cartridge, HP 46, Colored	Budget Unit	1	cart	1	0	0	0
3	Ink Cartridge HP #704, Black	LHS	80	piece	20	20	20	20
		ICTC	3	bottle	3	0	0	0
4	Ink Cartridge HP #704, Colored	LHS	50	piece	20	10	20	0
		ICTC	9	bottle	9	0	0	0
5	Epson Ink #664 (Tri-color)	Dept. of Mathematics	15	piece	5	10	0	0
6	Epson Ink #664 (Tri-color)	Nat Sci Dept	15	piece	5	10	0	0
7	Ink #664 (Tri-color)	CLA- Research	15	piece	5	10	0	0
8	INK, Epson WF-869 R Ink High Capacity Black, 86,000 pages	Auxiliary Office	1	bag	1	0	0	0
9	INK, Epson WF-869 R Inks High Capacity Cyan, 84,000 pages	Auxiliary Office	1	bag	1	0	0	0
10	INK, Epson WF-869 R Inks High Capacity Magenta, 84,000 pages	Auxiliary Office	1	bag	1	0	0	0
11	INK, Epson WF-869 R Inks High Capacity Yellow, 84,000 pages	Auxiliary Office	1	bag	1	0	0	0
12	INK Maintenance Box, Epson WF-869 R, 110,000 pages	Auxiliary Office	1	bag	1	0	0	0
13	INK, CUYI Sublimation	Auxiliary Office	3	set	3	0	0	0
14	Ink Toner, MP 2001L, black	PMO	1	tube	1	0	0	0
15	Ribbon Cart. for EPSON LX 310	SPMO	12	piece	2	4	2	4
16	Ribbon Cart. Preferably Epson LX 310, S015632	PMO	10	piece	4	1	1	4



17	Ribbon Cartridge, EPSON LX310	BAO-Office Proper	10	piece	2	3	3	2
		Budget Unit	21	piece	6	6	6	3
18	Ribbon, Typewriter, Manual	Cashiering Unit	3	cart	1	1	1	0
		SPMO	2	piece	1	0	0	1
<b>Lot C: JANITORIAL SUPPLIES AND MATERIALS</b>								
1	Albatross for Toilet, Melon RH 100g	CEIT	40	PIECE	10	10	10	10
		Medical Services	2	Piece	1	0	1	
		CoA	20	pack	6	4	7	3
2	Alcohol, Denatured 500ml	ICTC	2	bottle	2	0	0	0
		CoA- Extension	1	bottle	1	0	0	0
3	Bathroom Soap, m/s	Cashiering Unit	6	piece	2	1	2	1
4	Bath Soap, Jumbo Size, Preferably Safeguard	VPASD	5	piece	2	1	1	1
		ODSDS-PS	2	piece	1	0	1	0
		PMO	6	piece	1	2	1	2
		LHS- Research	10	piece	5	5	0	0
		R&D Office	24	piece	6	6	6	6
		VPRDET	12	piece	3	3	3	3
5	Bleach, 1000ml	Accounting Unit	2	piece	1	0	1	0
		CoA- Extension	1	liter	1	0	0	0
		LHS	2	bottle	2	0	0	0
		President's Office	1	bottle	1	0	0	0
		ODETEIL	4	bottle	1	1	1	1
		Director for Extension	24	bottle	6	6	6	6
		CoA	36	bottle	9	9	9	9
		PMO	3	bottle	3	0	0	0
		VPASD	2	bottle	2	0	0	0
		Library- Main	4	liter	2	0	2	0
		Medical Services	20	Bottle	10	0	10	0
		R&D Office	4	bottle	1	1	1	1
		VPRDET	4	bottle	1	1	1	1
6	Brush with handle, heavy duty, plastic	CoA	2	piece	2	0	0	0
7	Cleaner, scouring powder	Library- Rizal	1	can	0	1	0	0
8	Cleanser (Zim)	COED	10	bottle	10	0	0	0
9	Coconut husk (Lampaso)	Library- LHS	2	piece	0	2	0	0
10	Detergent Powder, 480 gms	Cashiering Unit	6	box	2	1	2	1
		PMO	5	pack	1	2	1	1
		VPASD	5	pack	2	1	1	1
		Library- Main	2	pack	2	0	0	0
		R&D Office	12	pack	3	3	3	3
		VPRDET	12	pack	3	3	3	3
11	Dishwashing liquid, 250 ml	CBEA	12	bottle	3	3	3	3
		CTPD	5	bottle	1	1	2	1
		Library- Main	2	bottle	1	0	1	0
		PMO	4	bottle	2	2	0	0
		CPAIG	6	bottle	2	1	2	1
		Payroll Section	1	bottle	1	0	0	0
		CAO	3	bottle	1	1	1	0
		Quality Assurance	5	bottle	2	3	0	0
12	Dish washing liquid, 500ml/bottle	Director for Extension	12	bottle	3	3	3	3
		VPASD	3	bottle	1	1	1	0
		CoA- Extension	4	liter	2	0	0	2
		Guidance Office	3	Bottle	3	0	0	0
13	Dishwashing Liquid, 600ml	Accounting Unit	2	bottle	1	0	1	0
		CoA- Extension	4	liter	2	0	0	2
		CCJE	12	bottle	2	2	4	4
		ODSDS-PS	2	bot	1	0	1	0
		President's Office	5	bottle	2	1	2	0
14	Dish Washing Liquid, 1Liter/bottle	CLA	36	bottle	9	9	9	9
		LHS- Research	2	bottle	1	1	0	0





		R&D Office	4	bottle	1	1	1	1
		VPRDET	12	bottle	3	3	3	3
15	Dish washing paste, 400g	CoA	24	piece	6	6	6	6
16	Dishwashing Sponge	ODSDS-PS	2	piece	1	0	1	0
		Payroll Section	2	piece	2	0	0	0
		President's Office	5	piece	2	1	2	0
		PMO	4	piece	2	2	0	0
		CAO	2	piece	1	0	1	0
		CPAIG	6	piece	2	1	2	1
17	Disinfectant Spray, 600ml	CCJE	2	can	2	0	0	0
		President's Office	2	can	1	1	0	0
		Medical Services	4	Can	2	0	2	0
18	DOOR MAT (Cloth)	Medical Services	15	Piece	8	0	7	0
		Director for Extension	3	piece	3	0	0	0
		President's Office	10	piece	5	5	0	0
		VPASD	4	piece	4	0	0	0
19	Door Mat (plastic/Rubberize)	Director for Extension	3	piece	3	0	0	0
		CCJE- Extension	2	piece	1	0	1	0
		CCJE	4	piece	2	2	0	0
		ODSDS-PS	2	piece	1	0	1	0
		Quality Assurance	2	piece	2	0	0	0
		CHNS	2	piece	2	0	0	0
20	Dust Bin, small, plastic	ODSDS-PS	2	piece	2	0	0	0
21	Dust Bin, medium, plastic	ODSDS-PS	1	piece	1	0	0	0
22	Dust duster, cloth	CCJE- Extension	3	piece	1	1	1	0
		CCJE	3	piece	3	0	0	0
		ODSDS-PS	1	piece	1	0	0	0
		Library- Main	4	piece	2	0	2	0
		Quality Assurance	1	piece	1	0	0	0
23	Duster, Feather	CBEA	6	piece	0	0	6	0
24	Dustpan, metal	CCJE- Extension	1	piece	1	0	0	0
		CHNS- Extension	2	piece	1	1	0	0
25	Fabric conditioner, 1 Liter	President's Office	5	Liter	2	1	2	0
26	FLOOR MAP	Medical Services	2	Piece	2	0	0	0
27	Floor wax White 500 grams, preferably sunshine	CCJE- Extension	2	can	1	0	1	0
		CHNS- Extension	4	piece	2	2	0	0
28	Floor Wax, red paste, 1000 g	Library- Dagupan	5	can	3	2	0	0
29	Foot rug	Library- LHS	2	piece	0	2	0	0
30	Garbage bag, black, 940mm x 1016mm	CoA- Research	2	roll	2	0	0	0
		CBEA	10	roll	2	2	3	3
		ODETEIL	3	roll	1	1	1	0
		Medical Services	10	Roll	10	0	0	0
31	Garbage bag, plastic, XXL, 10piece/roll, black	CCJE	1	piece	1	0	0	0
		President's Office	10	piece	4	3	3	0
32	Garbage bin, Rectangular, plastic with cover, 30 L	ODSDS-PS	1	piece	1	0	0	0
		ODETEIL	1	piece	1	0	0	0
33	Glass cleaner, 1000ml/bottle	CCJE	1	bottle	1	0	0	0
		VPASD	3	bottle	1	1	0	1
		Director for Extension	2	bottle	1	1	0	0
		GAD	2	bottle	1	0	1	0
		Quality Assurance	2	bottle	2	0	0	0
		CTPD	3	bottle	1	1	1	0
34	Hand Sanitizer, 250 ml/bottle	CBEA	12	bottle	3	3	3	3
		CCJE	12	bottle	2	3	3	4
		CPAIG	3	bottle	2	1	0	0
		ODSDS-PS	2	bottle	1	0	1	0
		Payroll Section	1	bottle	1	0	0	0



		President's Office	5	bottle	2	1	2	0
		CAO	1	bottle	1	0	0	0
35	Insecticide, Multi-insect Killer, 500ml, water-based, odorless	ICTC	2	bottle	2	0	0	0
		Guidance Office	2	Bottle	1	1	0	0
		Director for Extension	7	can	4	3	0	0
		GAD	4	can	2	0	2	0
		Quality Assurance	1	piece	1	0	0	0
36	LIQUID DETERGENT SOAP (JOY) 800 ml	Medical Services	25	Bottle	15	0	10	0
37	Liquid hand soap, 500 ml/bottle	ODETEIL	2	bottle	1	0	1	0
		CTPD	3	bot	1	1	1	0
		ODSDS-PS	3	bottle	1	0	1	1
		Payroll Section	1	bottle	1	0	0	0
		CAO	1	bottle	1	0	0	0
		President's Office	6	bottle	6	0	0	0
		Director for Extension	12	bottle	3	3	3	3
		GAD	2	bottle	1	0	1	0
38	Liquid wax, 1000ml/bottle (for tile-floor)	Director for Extension	6	bottle	2	2	1	1
39	MOISTURIZER, Fingertip money counting	President's Office	4	piece	1	1	1	1
40	Mop Head, Banded cotton, 1 1/4", color: white	ICTC	2	piece	2	0	0	0
41	Mop Head with handle	CTPD	2	piece	1	0	1	0
42	Muriatic acid, 500 ml	CHNS	6	bottle	2	2	2	0
43	Pail, Plastic w/ cover	CoA- Extension	20	piece	0	20	0	0
44	Pail, 16 Liter capacity, Orocan	CoA	5	piece	5	0	0	0
45	Pail, Rubberized, 16 liter cap.	ODETEIL	1	piece	1	0	0	0
46	Pail, 20 Li., plastic	VPRDET	2	piece	2	0	0	0
		R&D Office	5	piece	5	0	0	0
47	Rags, all cotton	CBEA	12	dozen	12	0	0	0
		Quality Assurance	2	piece	2	0	0	0
48	SOFT BROOM, Kalinga Made	Accounting Unit	1	piece	1	0	0	0
		Auxiliary Office	2	piece	2	0	0	0
		Cashiering Unit	2	piece	1	0	1	0
		CEIT	15	PIECE	5	5	5	0
		CHNS- Extension	2	piece	1	1	0	0
		CLA	12	piece	6	0	6	0
		SPMO	4	piece	2	0	0	2
		Library- Dagupan	2	piece	1	1	0	0
		CTPD	2	piece	1	0	1	0
		CAO- Finance	2	piece	1	0	1	0
		PE Dept	1	piece	1	0	0	0
		Medical Services	3	Piece	3	0	0	0
		CoA	10	piece	5	3	2	0
		VPRDET	4	piece	1	1	1	1
		Auxiliary Office	2	piece	2	0	0	0
		Director for Extension	4	piece	2	2	0	0
		GAD	2	piece	1	0	1	0
		Library- LHS	2	piece	0	2	0	0
		Library- Main	4	piece	2	0	2	0
		PMO	5	piece	1	1	0	3
		R&D Office	4	piece	1	1	1	1
		VPASD	2	piece	1	0	1	0
49	Toilet Bowl Brush with stand, Plastic, 72cmx40cm	CBEA	4	piece	0	2	1	1
		CCJE	5	piece	5	0	0	0
		C of Forestry	2	piece	1	1	0	0
		CBEA	4	piece	0	2	1	1
		President's Office	2	piece	2	0	0	0
		CoA	5	piece	5	0	0	0
50	Toilet, Brush	CLA	3	piece	3	0	0	0
51	Toilet Bowl Brush, wooden handle	President's Office	1	piece	1	0	0	0
52	Toilet brush, wooden	CHNS	2	piece	1	0	1	0



53	Toilet Bowl Cleaner, 500ml-1000ml	Cashiering Unit	4	bottle	1	1	1	1
		CHNS	5	bottle	2	1	2	0
		VPASD	10	bottle	4	2	3	1
		Board Secretary	2	bottle	2	0	0	0
		R&D Office	4	tube	1	1	1	1
		VPRDET	4	tube	1	1	1	1
		Director for Extension	12	bottle	3	3	3	3
		C of Forestry	4	bottle	2	1	1	0
		GAD	6	bottle	3	0	3	0
		CHNS	5	bottle	2	1	2	0
		PMO	6	bottle	3	1	1	1
		Library- Main	10	bottle	5	0	5	0
		COED	6	bottle	2	1	2	1
		CTPD	6	bottle	2	1	2	1
		CLA	18	bottle	12	0	6	0
		CoA	36	bottle	9	9	9	9
54	TOILET CLEANER, 500ml, preferably Zim	COED	30	bottle	10	10	10	0
55	Toilet rubber pump w/ wooden handle	ODETEIL	1	piece	1	0	0	0
		President's Office	4	piece	4	0	0	0
		PMO	1	piece	1	0	0	0
		R&D Office	6	piece	5	0	1	0
56	Toilet brush with handle, Aluminum	Library- Main	2	piece	2	0	0	0
57	Toilet Floor Brush with Wooden Handle	CCJE	5	piece	5	0	0	0
		CHNS	2	piece	1	0	1	0
		ODETEIL	2	piece	1	0	1	0
58	Toilet Deodorant Cake, (3piece/pack)	Cashiering Unit	4	pack	1	1	1	1
		Medical Services	2	Piece	1	0	1	0
		Library- Main	20	pack	10	0	10	0
		C of Forestry	2	pack	1	1	0	0
		ODETEIL	6	pack	2	2	2	0
		President's Office	15	piece	5	5	5	0
		R&D Office	8	box	2	2	2	2
		VPRDET	3	box	1	1	1	0
		PMO	4	pack	1	1	0	2
		Guidance Office	8	piece	2	4	2	0
59	Toilet Deodorant, Albatros/150 ml	CBEA	24	pack	6	6	6	6
60	Toilet Paper Size?	CoA- Research	12	bag	3	3	3	3
61	Tissue Paper, 6 roll/pack	ODETEIL	2	pack	1	0	1	0
62	Toilet Tissue (Vinda Tissue, 3-ply)	VPASD	32	pack	9	9	9	5
63	Toilet Tissue Paper, 2 ply, 9 roll per pack	VPRDET	12	pack	3	3	3	3
		R&D Office	12	pack	3	3	3	3
64	Toilet Tissue Paper, 3ply 12roll/bag	Accounting Unit	2	bag	1	1	0	0
		Cashiering Unit	6	pack	2	1	2	1
		CLA	12	pack	6	0	6	0
		President's Office	10	pack	3	3	3	1
		ODSDS-PS	2	pack	1	0	1	0
		CAO	1	pack	1	0	0	0
		CAO- Finance	3	pack	1	1	1	0
		PMO	4	bag	2	0	1	1
65	Tornado Mop	CBEA	3	piece	0	0	3	0
		R&D Office	2	piece	2	0	0	0
66	Trash bin w/ cover, plastic	R&D Office	5	piece	5	0	0	0
		VPRDET	5	piece	5	0	0	0
67	Trash Bin, Big Size	Library- Rizal	1	piece	0	1	0	0
68	Trash Bin, Small, 20 lit. capacity, ordinary	CCJE- Research	1	piece	1	0	0	0
69	Trash can, big size, plastic with cover	CEIT- Extension	1	piece	1	0	0	0
		Director for Extension	1	piece	1	0	0	0
		GAD	1	piece	1	0	0	0
		Medical Services	3	Piece	3	0	0	0

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB\_GOODS\_2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



70	Trash Bag (black, Extra-large)10 sheets/pack	CoA	10	pack	5	0	5	0
71	Trash bag, Black, 940mmx1016mm, 10piece/roll/pack	CBEA	10	roll	2	2	3	3
		Quality Assurance	3	roll	3	0	0	0
72	Water dipper, Orocan, 8cmx14.6cmx14.5cm	R&D Office	5	piece	5	0	0	0
		CoA	5	piece	5	0	0	0

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

NO.	GENERAL DESCRIPTION	QTY	UNIT	Statement of Compliance	
				Comply	Not Comply
<b>Lot A: OFFICE SUPPLIES AND MATERIALS</b>					
1	ACCESSION BOOK	5	piece		
2	ACRYLIC PLASTIC Table signs, 12 inches long	15	piece		
3	ADAPTOR, 3 holes	2	piece		
4	ADHESIVE, Rugby excel, 350 ml	1	bottle		
5	ARCH FILE FOLDER 2" thick	75	piece		
6	ARCH FILE FOLDER, 3", Long, Blue	20	piece		
7	BALLPEN, 12piece/box, preferably pilot, color black	460	piece		
8	BALLPEN, 12piece/box, preferably Pilot, Color: black, blue	36	piece		
9	BALLPEN, 12piece/box, preferably Pilot, Color: Red	60	piece		
10	BALLPEN, Black	1431	piece		
11	BALLPEN, blue	12	piece		
12	BALLPEN, Ordinary, 12piece/box, Red	24	piece		
13	BALLPEN Matrix, (Black)	25	piece		
14	BALLPEN, 50 piece/box	250	piece		
15	BATTERY, Size AA, preferably Eveready	4	pair		
		4	pack		
16	BATTERY 9 volts, Preferably energizer	2	box		
17	BINDER BINDING MACHINE CUTTER, Metal, HD	1	set		
18	BINDING AND PUNCHING MACHINE, two (2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	1	unit		
19	BINDING MACHINE, 24 holes, 25 sheets punching capacity, preferably Nibo BMC-24D	2	unit		
20	BOOK CARD, 90 cm.x 180 cm. length	100	piece		
21	BOOK ENDS (Specification: Hight: 17 cm/7inches; Width: 13 cm/5inches; Length: 15 cm/6inches; material: metal; Weight: 260g; Color: green)	300	piece		
22	BOOK HOLDER, 5"x 6"	12	pair		
23	BOOK PAPER, 70GSM, Sub 20	5			
24	BOOK PAPER, short, 80gsm	90	ream		
25	BOOK PAPER, A4	26	ream		
26	BOOK PAPER, Legal	30	ream		
27	BOOK STAND (225 mm x 300 mm)	5	piece		
28	CABINET, Steel Filing, 4D, Vertical, Color: Gray	10	unit		
29	CABINET, Steel filing w/ safe vault, wrinkled, 4d	1	unit		
30	CABINET, Open Steel Shelves, 4 layers, 3 by 8 ft,	1	piece		
31	CABINET, 3-layers display glass, size	2	unit		
32	FILING CABINET	1	unit		
33	CALCULATOR, Scientific	2	unit		
34	CARBON PAPER, permafilm legal, blue	2	pads		
35	CD-RW, 700MB, without cover	49	piece		
36	CD-RW, 700MB with cover	6	piece		
37	Light Scribe CD	20	piece		
38	CERTIFICATE FRAME, (8.5"x11")	72	piece		
39	CERTIFICATE FRAME, A4	40	piece		
40	CERTIFICATE FRAME, size	30	piece		
41	CERTIFICATE FRAME, (8.5" x 13")	25	piece		
42	CHALK, Dustless, Colored, Assorted Colors, 100piece /box	4	box		
43	Chart & Other Types of Graphic Materials	15	piece		
44	Clear Vinyl Transparent Cover (8x13)	100	piece		
45	COLORED PAPER, Assorted Colors Letter	13	ream		
46	COLORED PAPER, A4 80 gsm (250 sheets), Assorted	2	ream		
47	COLORED PAPER, morocco (Maroon ,8.5x13)	4	ream		
48	COLORED PAPER, Assorted Colors legal	25	ream		
49	COLORED PAPER, (Lavender or light Violet), Legal	8	ream		
50	COLOR PENCIL	4	box		

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB\_GOODS\_2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAQ, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



51	CONTINUOUS FORM, 3ply, 11" x 5.5", 500set/box Carbonless	12	box		
52	CORK BOARD, (1meterx1meter)	1	piece		
53	CORK BOARD, 2ft x 3ft	2	set		
54	CORK BOARD with aluminum frame, 3 ft x 4 ft	2	piece		
55	CORK BOARD, 3' x 5'	1	piece		
56	CORK BOARD, 90 x 2 x 60 cm	1	board		
57	CORK BOARD (120 X 2 X 90 cm)	2	unit		
58	CORK BOARD Brown, 4' x 6'	1	Piece		
59	CORK BOARD, 4' x 8'	2	piece		
60	CORK BOARD 18"x24" with Aluminum Frame	1	piece		
61	CORRECTION FLUID, Touch & Go, 50 ml. tube	14	tube		
62	CORRECTION TAPE, 8mx5mm	61	piece		
63	CORRECTION TAPE, 25m	30	piece		
64	CORRECTION TAPE, 50m	6	piece		
65	COTTON, 90g/pack	15	pack		
66	Curtain Rod End, Stainless ,3/4 inch diameter	3	piece		
67	Curtain Rod, Stainless 1 inch diameter	3	piece		
68	Curtain rod holder, stainless	6	piece		
69	Curtain readymade, floor length silk light blue	3	piece		
70	Curtain-ready made, floor length, silk or any thick fabric, plain, length: 85 inches, width:54 inches (for new office at the new R&D building, expose to the sun)	8	piece		
71	Damath Board (for elementary level - 3/level)	9	piece		
72	Dark transfer paper	3	pack		
73	Data File Box with cover	11	piece		
		5	box		
74	Data File Box with cover, black	16	Box		
75	Digital camera, 20 megapixels with SD card and battery	2	unit		
76	Dish Cabinet, 5 layers, plastic	1	piece		
77	Duct Tape, 2"	36	roll		
78	Duct Tape, 2", black	12	roll		
79	Duct Tape, 2", green	7	roll		
80	Duct Tape, 4"	4	roll		
81	ELECTRIC FAN, Stand type, Standard, 18" HD, metal blade, Wattage:60W, Voltage:220V/60Hz	1	unit		
82	Electric Mosquito Killer, Daimaru BT-2x10W Mosquito Electric Killer (Black)	2	unit		
83	ENVELOPE, DOCUMENTARY, Short, 500 piece/box	290	piece		
84	Envelopes, Brown ,10"x 15 "	200	piece		
85	Envelope, Brown (A4)	200	piece		
86	Envelope, brown (Long)	300	piece		
87	Envelope, Expanding w/ garter, weight-.04kgs, color-black, size-legal	10	piece		
88	Evidence Tag (stocked, Numbers and Letters)	5	set		
89	Extension wire with male plug and female sockets (4 m long)	2	piece		
90	Extension wire, 4 socket, 5 m	3	set		
91	Extension Cord, 5m, 5 female outlets	2	piece		
92	Extension wire #14, With outlet and male plug, 10meter/set	7	set		
93	Extension wire, 16AWG/2c with 4 gang outlet, 10 meters	3	set		
94	Extension Cord, 10m, 5 female outlets	2	piece		
95	Extension Wire, 15 m, with accessories	1	set		
96	Extension cord, gauge 12, 4 gang, 15meters	2	set		
97	Extension wire, 4 socket, 20 m	3	set		
98	Extension Wire (100m)	1	piece		
99	Extension Wire (50 meters), with four sockets	1	set		
100	Facsimile (for receiving of documents)	2	set		
101	FASTENER, plastic, FS-5507 Assorted 7cm /50 Box	16	box		
102	Flash Drive ,16 GB, plug and play USB	8	piece		
103	Flash Drive, Dual 3.0 (16GB)	1	piece		
104	Flash Drive, 32GB capacity,1piece in individual blister/pack	33	piece		
105	Flash drive, 32 GB, plug and play	1	piece		
106	Flash drive, OTG, 128 GB, Transcend	4	piece		
107	FOLDER, Expanded, Long	146	Piece		
		500	pack		
108	Folder, Expanded, Metal Tab	280	piece		
109	FOLDER, Expanded Long (green)	50	piece		



110	Folder, Pressboard, green, 210mmx370mm	800	piece		
		100	box		
		10	pack		
111	Folder, Plastic Envelope, Legal	100	piece		
112	Folder, Fancy (morocco), Short, 50 piece/bundle	50	bundle		
113	Folder, Morocco, legal, lavender	120	piece		
114	Folder, Legal, white, 50piece/pack	7	pack		
115	Folder, Long, White, 100piece /Pack	11	pack		
116	Folder, Plastic, Long, Sliding	20	piece		
117	Folder, Plastic, Short, Sliding	20	piece		
118	Folder (A4), Green	20	piece		
119	Folder, A4, white, 50piece/pack	3	pack		
		3	bundle		
120	Folder, Tagboard, Short, 100piece/pack	1	pack		
		50	piece		
121	FOLDER (Long), Green	60	piece		
122	FOLDER, brown (A4), 50/bundle	2	bundle		
		50	piece		
123	FOLDER, brown, Legal, 50/bundle	270	piece		
124	Folder (Long) Brown/100piece	6	ream		
		7	pack		
125	Galloon, 4 5-liter round	4	piece		
126	GLUE (100 grams)	6	tube		
127	GLUE, All Purpose, 130g. Preferably ELMER's Glue	9	jar		
128	GLUE-multi-purpose Glue 225 ml. preferably ELMER's Glue	18	jar		
129	Glue, all purpose, 300 grams min	32	jar		
130	GLUE GUN, m/s	5	piece		
131	GLUE STICK, Large	110	piece		
132	HAND TOWEL, white	20	Piece		
133	HDMI Adaptor	2	piece		
134	HDMI Cable, 6FT Display Port, DP M/M	1	piece		
135	HDMI connector (1.5 meters), use to connect the Laptop and the LCD Projector	1	piece		
136	Highlighters pen (Green)	30	piece		
137	Hot melt glue	13	kg		
138	Illustration board, 1 whole	24	piece		
139	Illustration board, 1/2	12	piece		
140	Index Card (3X5)	200	piece		
141	Index Card (8X5)	100	piece		
142	Ink Roller	3	piece		
143	Inks Lab.	3	piece		
144	Ink for Whiteboard Marker, Refill, Pilot, size	18	bottle		
145	Ink Refill for Permanent Marker	2	bottle		
146	Lapel, rechargeable battery (for extension training activities)	1	unit		
147	Linen Paper, 180gsm, short, 10 piece/pack	327	pack		
148	Linen Paper, letter size (8.5"x11"), 10piece/pack, White	10	pack		
		30	set		
149	Linen paper, 180gsm, Short, 10 piece/pack, Cream	56	pack		
150	Linen paper, matte A4, White (10piece/pack)	174	pack		
151	Linen Board, A4 180 GSM 10 piece/pack, Assorted colors, 20 cream color	127	pack		
		230	piece		
152	Linen Paper, 180gsm, legal, 10pieces/pack (30 pack white; 51 packs cream, 200 pieces cream)	758	pack		
		220	piece		
153	Manila Paper	52	piece		
154	Map of the World, B/s	1	piece		
155	Marker permanent, Black, broad point	103	piece		
		11	Box.		
156	Marker, Whiteboard, refillable, preferably pilot	5	box		
		82	piece		
157	Marker for Projector with plastic eraser, permanent ink	10	piece		
158	Metal Bookends, HD	50	piece		



Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB\_GOODS\_2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



159	Microphone Stand	2	piece		
160	Microphone, wireless, with battery	5	Piece		
161	Microphone with cord, Stainless (10 meters)	1	piece		
162	Netbook, 10.1" Display, Acer Aspire	1	unit		
163	Net book (computer)	1	unit		
164	Notebook, 50 leaves	415	piece		
165	Note Mobile Pedestal, 3 Layer, width: 565 mm; depth: 645 mm; Height: 420 mm	5	unit		
166	Note Pad (Stick-on 2"x1")	12	piece		
167	ORGANIZER TRAY/rack, 3 layers	19	set		
168	PAD PAPER, Yellow, Ruled	38	pad		
169	PAPER BAG	60	piece		
170	PAPER CATCH/Moisturizer	1	piece		
171	PAPER, MULTICOPY, Short	80	ream		
172	Paper, Multi-Purpose (copy) 8.5 X 24 Inches, 70gsm	6	ream		
173	PAPER, PPIECE, A3	20	ream		
174	PAPER, PPIECE, Short	37	ream		
175	PAPER, letter (sub 24)	5	ream		
176	PAPER, PPIECE A4	280	ream		
177	PAPER, PPIECE, Legal	417	ream		
178	Paper Cutter (350x350) with wood structure	3	unit		
179	Paper cutter Board 12 x 10	1	Piece		
180	Paper Cutter Heavy duty, metal, 380mmX300mm, Adjustable, preferably Guillotine	1	piece		
181	Photo Frame, 8.5" x 11"	5	piece		
182	Photo Paper, Glossy, 10piece/pack, Letter size	43	pack		
183	Photo paper, 20piece/pack, A4, High Glossy	31	pack		
184	Photo paper, 20 piece/pack, Legal, High Glossy	53	pack		
185	Photo paper (Kodak Inkjet RC gloss 270GSM, Long	10	pack		
186	Plastic cover	2	roll		
		10	meter		
187	Powered Portable Sound System with Free 2 Wireless Handheld Microphones (Model: DRM - 915; 15" Active PA System; 2 VHF Wireless Mic; USB/ SD Card; Bluetooth/ FM Radio; Trolley & Wheels; 12V/ 7A Lead - acid battery; SPL: 96 ± 2 & B; 220 V - 50Hz; NW: 14 kg; GW: 15kg; MEAS.: 485 x 400 x 740 MM)	1	unit		
188	Powered Portable Sound System with Free 2 Wireless Handheld Microphones	6	unit		
189	PRINTER, 3 in 1, Continuous ink	9	Unit		
190	PUSH PIN, flat head type, assorted colors, 100s/case	25	case		
191	Push Pin, hammerhead type, 100piece/box	58	case		
192	PVC, long	66	piece		
193	PVC, A4	66	piece		
194	PVC Plastic Cover, Thick pre-cut for Long Folder	120	piece		
195	Record Book, landscape (200 pages)	50	piece		
196	Ring Binder Machine (150 sheet binding capacity with a maximum comb size of 18 mm)	1	unit		
197	Plastic Binder Ring 30 holes circles Ring	150	piece		
198	Ring Binder, 1"	111	piece		
199	Ring Binder, 1/2"	73	piece		
200	Ring binder, 2"	90	piece		
201	Ring binder 3"	63	piece		
202	Ring Binder, 3/4"	73	piece		
203	Ring binder 4"	58	piece		
204	Ring Binder, Plastic 5/16" 8MM	50	piece		
205	Rubber band (small size)	24	roll		
		1	box		
206	Rubber Stamp, regular size	1	piece		
207	SACK, 50 kg cap	60	piece		
208	SALA SET	2	unit		
209	Sala Set with coffee table	1	set		
210	Sala sofa set with center table, leather, black	1	set		
211	Sci-dama Board (for elementary level - 3/ level)	9	piece		
212	Scissors ,6", Heavy duty, wide-hole handle	44	pair		

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
 Project Reference Number : IB\_GOODS\_2019-12-130  
 Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
 End-User Unit : VARIOUS END-USERS  
 Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



213	SCISSORS, stainless	1	piece		
214	SCISSORS,12" HBW	6	piece		
215	SD CARD, 64GB	2	piece		
216	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, Preferably Energel	10	box		
		78	piece		
217	SIGN PEN, Black, pilot G-tech-C4, .4	15	piece		
218	SIGN PEN, blue, pilot G-tech-C4, .4	20	piece		
219	SOFA, 3 seats, 87"W x 29"D x 22-1/2"H overall	1	set		
220	STAMP PAD INK, Blue, 50ml (min)	2	bottle		
221	STAMP PAD INK, Red, 50ml (min)	2	bottle		
222	STAPLE WIRE, #10	1	box		
223	STAPLE WIRE, STANDARD, 5000 wires/box, #35	220	box		
224	Staple wire 1/2", 1000 wires/box	1	box		
225	Staple wire, 1/4", 1000 wires/box	1	box		
226	Staple wire 5/16", 1000 wires/box	1	box		
227	Staple wire, 1208 FA-h, 8mm (5/16")	1	box		
228	Staple wire 3/8", 1000 wires/box	1	box		
229	Staple wire, 23/6	16	box		
230	Staple Wire for binding 23/8	1	box		
231	Staple Wire 23/10,500 piece/box	3	box		
232	Staple wire, no. 23/17	5	box		
233	Staple wire, 23/20,20mm, 140-200 sheet	2	box		
234	staple wire, 23/23, 1000 wires/box	6	box		
235	Stapler, for Binding, HD, 23/6-23/25 399	8	piece		
236	Sticker paper, A4, 10piece/pack, Assorted Colors	90	pack		
237	Sticker paper, A4, 10 piece /pack, white	10	Piece		
		5	pack		
238	STICKER PAPER, assorted color, 10 piece/pack, legal	9	pack		
239	STICKER PAPER, matte (White), 10piece/pack	20	pack		
240	STICKY NOTES, Arrow tab, (sign here tab) colored, 10 pads/pack	4	pack		
		38	pad		
		20	box		
		10	set		
241	Storage and Organizing box - high impact resistant 50L	6	Piece		
242	Storage and Organizing box - high impact resistant 35L	2	piece		
243	Styrofoam 1/2 inch	12	piece		
244	Sublimation paper	10	pack		
245	Swivel Chair, Jr. Executive, Black, Steel Base	6	unit		
246	Swivel Chair, Gas type, Clerical with arm rest	1	unit		
247	Table Napkin, Empress 350 Folded	10	pack		
248	Tape, Double sided, 1/2"	20	roll		
249	Tape, Double sided,1", 50m/roll	221	roll		
250	TAPE; heavy duty, double sided, 3"	5	piece		
251	THUMBTRACKS	40	box		
252	UPS/APIECE Battery back-up, 650 VA	1	unit		
253	Voice Recorder, High Resolution preferably sony	1	piece		
254	Wall Clock, Analog, 18", White	6	piece		
255	Water Dispenser, Hot and Cold (NW - 10.8 kg; GW - 11.9 kgs; Size - 323 x 345 x 995 mm; Model - YLRS - A)	5	unit		
256	Water Dispenser, Hot and Cold, with gallon	3	unit		
257	Water container 25L Round plastic for water dispenser	9	piece		
258	Water container, round, 5 gal/18 liter cap.	1	piece		
259	White board (1mx1.5)	1	piece		
260	White board (2ft x 3ft)	3	set		
261	White Board, 2' x 3'	1	unit		
262	White board, 3 ft x 4 ft	3	piece		
263	White Board 3' x 5'	1	piece		
264	White board with Aluminum frame and stand, 4ft x 6 ft	1	piece		
265	White Board 4" x 8" with stand	13	piece		



<b>Lot B: CONSUMABLES</b>					
1	Ink Cartridge, HP 46, Black	2	cart		
2	Ink Cartridge, HP 46, Colored	1	cart		
3	Ink Cartridge HP #704, Black	83	piece		
4	Ink Cartridge HP #704, Colored	59	piece		
5	Epson Ink #664 (Tri-color)	15	piece		
6	Epson Ink #664 (Tri-color)	15	piece		
7	Ink #664 (Tri-color)	15	piece		
8	INK, Epson WF-869 R Ink High Capacity Black, 86,000 pages	1	bag		
9	INK, Epson WF-869 R Inks High Capacity Cyan, 84,000 pages	1	bag		
10	INK, Epson WF-869 R Inks High Capacity Magenta, 84,000 pages	1	bag		
11	INK, Epson WF-869 R Inks High Capacity Yellow, 84,000 pages	1	bag		
12	INK Maintenance Box, Epson WF-869 R, 110,000 pages	1	bag		
13	INK, CUYI Sublimation	3	set		
14	Ink Toner, MP 2001L, black	1	tube		
15	Ribbon Cart. for EPSON LX 310	12	piece		
16	Ribbon Cart. Preferably Epson LX 310, S015632	10	piece		
17	Ribbon Cartridge, EPSON LX310	31	piece		
18	Ribbon, Typewriter, Manual	3	cart		
		2	piece		
<b>Lot C: JANITORIAL SUPPLIES AND MATERIALS</b>					
1	Albatross for Toilet, Melon RH 100g	62	piece		
2	Alcohol, Denatured 500ml	3	bottle		
3	Bathroom Soap, m/s	6	piece		
4	Bath Soap, Jumbo Size, Preferably Safeguard	59	piece		
5	Bleach, 1000ml	2	piece		
		5	liter		
		100	bottle		
6	Brush with handle, heavy duty, plastic	2	piece		
7	Cleaner, scouring powder	1	can		
8	Cleanser (Zim)	10	bottle		
9	Coconut husk (Lampaso)	2	piece		
10	Detergent Powder, 480 gms	6	box		
		36	pack		
11	Dishwashing liquid, 250 ml	38	bottle		
12	Dish washing liquid, 500ml/bottle	18	bottle		
		4	liter		
13	Dishwashing Liquid, 600ml	21	bottle		
		4	liter		
14	Dish Washing Liquid, 1Liter/bottle	54	bottle		
15	Dish washing paste, 400g	24	piece		
16	Dishwashing Sponge	21	piece		
17	Disinfectant Spray, 600ml	8	can		
18	DOOR MAT (Cloth)	31	piece		
19	Door Mat (plastic/Rubberize)	15	piece		
20	Dust Bin, small, plastic	2	piece		
21	Dust Bin, medium, plastic	1	piece		
22	Dust duster, cloth	12	piece		
23	Duster, Feather	6	piece		
24	Dustpan, metal	3	piece		
25	Fabric conditioner, 1 Liter	5	Liter		
26	FLOOR MAP	2	Piece		
27	Floor wax White 500 grams, preferably sunshine	6	can		
28	Floor Wax, red paste, 1000 g	5	can		
29	Foot rug	2	piece		
30	Garbage bag, black, 940mm x 1016mm	25	roll		
31	Garbage bag, plastic, XXL, 10piece/roll, black	11	piece		
32	Garbage bin, Rectangular, plastic with cover, 30 L	2	piece		
33	Glass cleaner, 1000ml/bottle	13	bottle		
34	Hand Sanitizer, 250 ml/bottle	36	bottle		



35	Insecticide, Multi-insect Killer, 500ml, water-based, odorless	16	can		
36	LIQUID DETERGENT SOAP (JOY) 800 ml	25	Bottle		
37	Liquid hand soap, 500 ml/bottle	30	bottle		
38	Liquid wax, 1000ml/bottle (for tile-floor)	6	bottle		
39	MOISTURIZER, Fingertip money counting	4	piece		
40	Mop Head, Banded cotton, 1 1/4", color: white	2	piece		
41	Mop Head with handle	2	piece		
42	Muriatic acid, 500 ml	6	bottle		
43	Pail, Plastic w/ cover	20	piece		
44	Pail, 16 Liter capacity, Orocan	5	piece		
45	Pail, Rubberized, 16 liter cap.	1	piece		
46	Pail, 20 Li., plastic	7	piece		
47	Rags, all cotton	12	dozen		
		2	piece		
48	SOFT BROOM, Kalinga Made	87	piece		
49	Toilet Bowl Brush with stand, Plastic, 72cmx40cm	22	piece		
50	Toilet, Brush	3	piece		
51	Toilet Bowl Brush, wooden handle	1	piece		
52	Toilet brush, wooden	2	piece		
53	Toilet Bowl Cleaner, 500ml-1000ml	138	bottle		
54	TOILET CLEANER, 500ml, preferably Zim	30	bottle		
55	Toilet rubber pump w/ wooden handle	12	piece		
56	Toilet brush with handle, Aluminum	2	piece		
57	Toilet Floor Brush with Wooden Handle	9	piece		
58	Toilet Deodorant Cake, (3piece/pack)	35	pack		
		1	Piece		
59	Toilet Deodorant, Albatros/150 ml	24	pack		
60	Toilet Paper Size?	12	bag		
61	Tissue Paper, 6 roll/pack	2	pack		
62	Toilet Tissue (Vinda Tissue, 3-ply)	32	pack		
63	Toilet Tissue Paper, 2 ply, 9 roll per pack	24	pack		
64	Toilet Tissue Paper, 3ply 12roll/bag	6	bag		
		34	pack		
65	Tornado Mop	5	piece		
66	Trash bin w/ cover, plastic	10	piece		
67	Trash Bin, Big Size	1	piece		
68	Trash Bin, Small, 20 lit. capacity, ordinary	1	piece		
69	Trash can, big size, plastic with cover	6	piece		
70	Trash Bag (black, Extra-large)10 sheets/pack	10	pack		
71	Trash bag, Black, 940mmx1016mm, 10piece/roll/pack	13	roll		
72	Water dipper, Orocan, 8cmx14.6cmx14.5cm	10	piece		

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

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

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

\_\_\_\_\_  
 Date

**Remarks:** 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 Bidders 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 provisions of **ITB** Clause 3.1.1)(ii) and/or **GCC** Clause 2.1.1)(ii)



## *Section VIII. Bidding Forms*

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding **SCC** provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2. Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.



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## CHECKLIST FOR ELIGIBILITY AND TECHNICAL COMPONENTS

Name of Project	: Purchase of Office Supplies, Materials and Consumables for FY 2020			
Approved Budget for the Contract (in Pesos)	: Total ABC: 2,148,043.72	Lot A: 1,734,574.14	Lot B: 243,411.00	Lot C: 170,058.58
Name of Bidder	:			
Address of Bidder	:			

ITEM NO.	REQUIREMENTS	PASSED	FAILED
	<b>Technical Information/Documents (First Envelope)</b>		
	<b>I. Eligibility Documents -</b>		
	<b>Class "A" Legal Documents</b>		
<b>A</b>	Updated <b>PhilGEPS Registration Certificate (Platinum Membership)</b> with attached Annex Pages		
<b>B</b>	Company Profile including Organizational Chart, Key Personnel and Staff, Services, List of Clients, and others		
	<b>Class "A" Technical Documents</b>		
	1) <input type="checkbox"/> <b>Statement of the prospective Bidder of all its Ongoing Government and Private Contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (SF-GOOD-13a).		
	2) <input type="checkbox"/> <b>Statement identifying the bidder's Single Largest Completed Contracts (SLCC)</b> similar to the contract to be bid within <b>five (5)</b> years from bid submission (SF-GOOD-13b).		
	This statement (of the Bidder's SLCC) shall be supported with:		
	1) Signed Contract/Purchase Order;		
	2) Certificate of Completion; and		
	3) Certificate of Acceptance.		
<b>C</b>	The two statements (1 & 2) required shall indicate <b>for each contract</b> the following:		
	<b>a)</b> name of the contract;		
	<b>b)</b> date of the contract;		
	<b>c)</b> contract duration;		
	<b>d)</b> owner's name and address;		
	<b>e)</b> kinds of Goods;		
	<b>f)</b> For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts;		
	<b>g)</b> For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index;		
	<b>h)</b> date of delivery; and		
	<b>i)</b> end user's acceptance or official receipt(s) or sales invoice issued for the contract if completed.		
	<b>Class "A" Financial Documents</b>		
<b>D</b>	Prospective bidder's Audited <b>Financial Statements</b> , showing, among others, the prospective bidder's total and current assets and liabilities, with proof of submission to the BIR, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.		
<b>E</b>	<input type="checkbox"/> <b>NFCC computation</b> of which the <i>K factor shall be fixed at 15, regardless of contract duration, and the values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. <b>NFCC = Php _____; or</b> <input type="checkbox"/> <b>Committed Line of Credit (CLC)</b> from a universal or commercial bank (10% of the ABC).</i>		
	<b>Class "B" Document:</b>		
<b>F</b>	<input type="checkbox"/> Valid JVA in case the joint venture is already in existence; <b>or</b> <input type="checkbox"/> Duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.		
	<b>II. Technical Documents -</b>		
<b>G</b>	The <b>BID SECURITY</b> in <b>ANY</b> of the following form: <input type="checkbox"/> Bid Securing Declaration,		



	<input type="checkbox"/> Cash, cashier's/manager's check, bank draft/guarantee, irrevocable letter of credit – 2% of ABC: (Php _____), <b>or</b> <input type="checkbox"/> Surety bond, it shall be accompanied by a certification coming from an authorized Insurance Commission that the surety or insurance company is authorized to issue surety bond – 5% of ABC: (Php _____).		
<b>H</b>	Duly conformed <b>Delivery Schedule</b> under Section VI. Schedule of Requirements.		
<b>I</b>	Duly conformed <b>Technical Specifications</b> based on Section VII.		
<b>J</b>	Duly signed statement of the prospective bidder ( <b>OMNIBUS SWORN STATEMENT</b> , that		
	<b>a.</b> Signatory is proprietor/duly authorized representative of bidder.		
	<b>b.</b> Full power and authority to perform acts or represent bidder.		
	<b>c.</b> Not "blacklisted" or barred from bidding		
	<b>d.</b> Each document is authentic copy of original, complete, and correct.		
	<b>e.</b> Authorizing Head of Procuring Entity to verify all documents submitted.		
	<b>f.</b> Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.		
	<b>g.</b> Complies with existing labor laws and standards.		
	<b>h.</b> Aware of and undertaken responsibilities as a bidder.		
<b>i.</b> Did not give any commission, amount, fee, or consideration.			
<b>K</b>	Integrity Pledge of KSU Service Provider with attached ID of AMO		
<b>L</b>	<b>Authority of the signatory</b> based on 6.2(h) on the ITB, which read as follows:  <i>"Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture"</i>		
	<i>Note: The Authorized Representative shall be the same personnel who is reflected in the documents of the Company.</i>		

**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 FOR FINANCIAL PROPOSAL

Name of Project	: Purchase of Office Supplies, Materials and Consumables for FY 2020			
Approved Budget for the Contract ( <i>in Pesos</i> )	: Total ABC: 2,148,043.72	Lot A: 1,734,574.14	Lot B: 243,411.00	Lot C: 170,058.58
Name of Bidder	:			
Address of Bidder	:			

ITEM NO.	REQUIREMENTS	COMPLYING	NON-COMPLYING
	<b>III. Financial Documents (Second Envelope)</b>		
<b>A</b>	Duly signed Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with <b>ITB</b> Clauses 15.1 and 15.4 of this Bid Document, and with attached Colored Pictures (and Manual of Operations for Equipment) of the Items offered, if applicable.		
<b>B</b>	Recurring and maintenance costs, <i>if applicable</i>		

**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**



## Bid Form

Date: \_\_\_\_\_  
 Invitation to Bid<sup>1</sup> No: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder*, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.  
<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_ . Invitation to Bid<sup>3</sup> Number \_\_\_\_ . Page \_\_\_\_ of \_\_\_\_ .

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

<sup>3</sup> If ADB, JICA and WB funded projects, use IFB.



## For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_ . Invitation to Bid<sup>4</sup> Number \_ . Page . of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

<sup>4</sup> If ADB, JICA and WB funded projects, use IFB.



## Contract Agreement Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of PROCURING ENTITY*] of the Philippines (hereinafter called “the Entity”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).



## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.





## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*



## Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

X-----X

### BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>5</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]*  
*[Insert Signatory's Legal Capacity]*  
Affiant

<sup>5</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY  
Project Reference Number : IB\_GOODS\_2019-12-130  
Name of the Project : PURCHASE OF OFFICE SUPPLIES, MATERIALS AND CONSUMABLES FOR FY 2020  
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA  
End-User Unit : VARIOUS END-USERS  
Implementing Unit : PROCUREMENT MANAGEMENT OFFICE



**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



## Sample of Certification from Insurance Commission

Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Avenue  
Manila

### CERTIFICATION

This is to Certify that \_\_\_\_\_ is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines **FIRE, MARINE, CASUALTY and SURETY** under Certificate of Authority Number \_\_\_\_\_ effective \_\_\_\_\_, unless sooner revoked or suspended for cause.

It is certified, moreover, that \_\_\_\_\_ is likewise authorized under \_\_\_\_\_ to underwrite and issue Performance Bonds, Surety Bonds, and Bidders Bonds **callable on demand** in favor of various agencies and instrumentalities of the government pursuant to **Revised Implementing Rules and Regulations of R.A. 9184** and that the company certifies to us that \_\_\_\_\_ as \_\_\_\_\_ was issued to \_\_\_\_\_ in favor of the **KALINGA STATE UNIVERSITY** in the amount of \_\_\_\_\_ will submit a Bid for the \_\_\_\_\_, and photocopy of said bond is extant in the records of the Regulation Division of this Commission.

This Certification is issued upon the request of \_\_\_\_\_, pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of R.A. 9184.

*Issued this \_\_\_\_ day of \_\_\_\_\_  
City of Manila, Philippines*

*For the Insurance Commission*



## Integrity Pledge for KSU Service Provider

### **INTEGRITY PLEDGE**

*(Adopted from DPWH DO No. 86, Series of 2013)*

### FOR KSU SERVICE PROVIDER

I believe that corruption detracts from the contribution of goods, civil works and services to national development.

I recognize that the national executive government, in particular the Kalinga State University leadership, is taking initiatives to reduce corruption and promote integrity.

I realize that such initiatives cannot be successful without my full cooperation.

As professional, business owner and development partner, I am fully aware of my responsibility to our stakeholders and to society to conduct my business with the highest degree of professionalism and ethical standards.

In view of the following, I pledge the following:

- ✓ I will promote healthy competition and will not engage in collusion and rigging that make a mockery of the bidding process.
- ✓ I will provide value-for-money services by including in our bid offers only the costs that go directly to the project and reasonable profit, and by executing projects in accordance with engineering standards and/or delivery schedule.
- ✓ I will not engage in bribery in cash or in any other form and I will not offer or yield to any demand or request for payoff money.
- ✓ I will maintain only one book of accounts and I will ensure that my financial reports are accurate and transparent.
- ✓ I will install internal controls and systems for good governance and accountability.
- ✓ I will ensure that my employees embrace my commitment to integrity by developing or enhancing our internal Code of Conduct.
- ✓ I will contribute to participate in dialogues with KSU and fellow bidders to address any concerns in fair and transparent manner.

\_\_\_\_\_  
Name and Signature of Authorized Managing Owner

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

*(Please attach photocopy of valid and signed ID of AMO)*

