



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BACOLOD CITY DISTRICT ENGINEERING OFFICE
Bacolod City, Negros Occidental



Invitation to Bid

for

Contract ID No.: 25GRF01

Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office

The *Department of Public Works and Highways Bacolod City District Engineering Office*, through the **Engineering Administrative Overhead (EAO)** intends to apply the sum of:

Lot 1 = Php937,484.80

Lot 2 = Php892,996.00

Total for Lot 1 & 2 is equal to One Million Eight Hundred Thirty Thousand Four Hundred Eighty Pesos & 80/100 (Php1,830,480.80) being the Approved Budget for the Contract (ABC) to payments under the contract for **Contract ID No. 25GRF01 - Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The **Department of Public Works and Highways Bacolod City District Engineering Office** now invites bids for the above procurement project. Delivery of the Goods is required within **30 working days** after receipt of Notice to Proceed. Bidders should have completed, within the past **two (2) 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.
2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

3. Prospective bidders may obtain further information from **Department of Public Works and Highways Bacolod City District Engineering Office** and inspect the Bidding Documents at the address given below during weekdays from **8:00 A.M. – 5:00 P.M.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **June 12, 2025 until 10:00 AM of July 02, 2025** from the given address below and websites below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php1,000.00 for Lot 1 & Php1,000.00 for Lot 2**. The Procuring Entity

shall allow the bidder to present proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.



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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, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The **Department of Public Works and Highways Bacolod City District Engineering Office** will hold a Pre-Bid Conference on **June 19, 2025 at 10:00 A.M.** at the BAC Conference Room of DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City and/or through video conferencing or webcasting, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat at the address below for manual submission or at electronicbids_bacolodcity@dpwh.gov.ph for electronic submission on or before **July 02, 2025 at 10:00 A.M.**
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **July 02, 2025, immediately after the deadline for the submission of bid**, at the BAC Conference Room of DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City and/or through zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Department of Public Works and Highways Bacolod City District Engineering Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

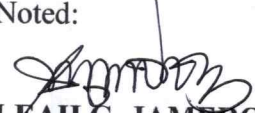
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Noted:


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OIC - District Engineer

NIR.9 JNS/HSE/



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BACOLOD CITY DISTRICT ENGINEERING OFFICE
Region VI
Zardonyx St., Brgy. Taculing, Bacolod City, Negros Occidental

BIDDING DOCUMENTS FOR

CONTRACT ID : 25GRF01

CONTRACT NAME : Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office

CONTRACT LOCATION : Bacolod City, Negros Occidental

Date of Submission of Technical and Financial Proposal : July 02, 2025

Issuance of Bidding Documents : June 12, 2025 – July 02, 2025

**Sixth Edition
July 2020
Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
SectionII. Instructions to Bidders	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders.....	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	15
13. Bid and Payment Currencies	15
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	17
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract	21
1. Scope of Contract	22
2. Advance Payment and Terms of Payment	22
3. Performance Security	22
4. Inspection and Tests	23
5. Warranty	23
6. Liability of the Supplier	23
Section V. Special Conditions of Contract	24
Section VI. Schedule of Requirements	29
Section VII. Technical Specifications	35
Section VIII. Bidding Forms	35
Section IX. Bill of Quantities	35
Section X. Checklist of Technical and Financial Documents	38

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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BACOLOD CITY DISTRICT ENGINEERING OFFICE
Bacolod City, Negros Occidental



Invitation to Bid

for

Contract ID No.: 25GRF01

**Purchase of Office Supplies for use in various Sections, DPWH-Bacolod
City District Engineering Office**

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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.

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7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

8. Bid opening shall be on **July 02, 2025, immediately after the deadline for the submission of bid**, at the BAC Conference Room of DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City and/or through zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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10. For further information, please refer to:

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Approved by:

FERDINAND S. MAGADA
BAC Chairperson

Noted:

LEAH G. JAMERO
OIC - District Engineer

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **DPWH Bacolod City District Engineering Office** invites Bids for the **Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office** with Project Identification Number **25GRF01**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **C.Y. 2025 Engineering Administrative Overhead** in the amount of **Php1,830,480.80**

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

[If not an early procurement activity, select one and delete others:]

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. *[Select one, delete other/s]*

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

[Select one, delete the other/s]

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **June 19, 2025** at **10:00 A.M.** at the **BAC Conference Room of DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City** and/or through video conferencing or webcasting, which shall be open to prospective bidders.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on **July 02, 2025 @ 10:00 A.M.** at DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City and/or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids on **July 02, 2025 @ 10:00 A.M.** at DPWH - Bacolod City District Engineering Office, Zardonyx St., City Heights Subd., Brgy. Taculing, Bacolod City specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

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

20. Post-Qualification

- 20.1. 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, {[*Include if Framework Agreement will be used:*] or in the case of multi-year

Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, }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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. }

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.
- 21.2. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.3. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.4. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. 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;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. referred to the <i>Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office</i> b. completed within the past two (2) years prior to the deadline for the submission and receipt of bids.
7.1	“Subcontracting is not allowed.”
12	The price of the Goods shall be quoted DDP Bacolod City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than (2%) of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than (5%) of ABC if bid security is in Surety Bond.
19.3	Bidder must comply with the attached specifications stipulated in the Technical Specifications) found on pages 32-34 of this Instruction To Bidders.
20.2	Each Bidder shall submit ONE (1) original and ONE (1) copy of the first (Technical) and second (Financial) components of its bid.
21.2	Additional contract documents relevant to the Contract that may be required by existing laws and/or the Procuring Entity, prior to contract signing and in case of award.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of 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

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>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</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	DELIVERY (WORKING DAYS)
LOT 1 :					
1	Ballpen, Ballpoint tip delivers smooth ink flow; 12pcs/box (Black)	34.00	box/es		30 Working Days
2	Ballpen, (Red 0.7mm) Ballpoint tip delivers smooth ink flow; 12pcs/box	5.00	box/es		30 Working Days
3	Battery, size AA, 4 pcs./pack	27.00	pack/s		30 Working Days
4	Battery, size AAA, 4 pcs./pack	18.00	pack/s		30 Working Days
5	Binder Clip 1/2" (12's/box)	32.00	box/es		30 Working Days
6	Binder Clip 3/4" (12's/box)	21.00	box/es		30 Working Days
7	Binder Clip 1" (12's/box)	26.00	box/es		30 Working Days
8	Binder Clip 1-1/2" (12's/box)	15.00	box/es		30 Working Days
9	Binder Clip 2" (12's/box)	7.00	box/es		30 Working Days
10	Calculator, 12 Digits Dual Power Large Display Arc Design Black	6.00	piece/s		30 Working Days
11	CDR-RW, Good Quality	20.00	piece/s		30 Working Days
12	Certificate Frame; Glass Top, A4 (21cmx29.7cm)	100.00	piece/s		30 Working Days
13	Clear Book Album, Thick Plastic, Good Quality; 20 sleeves, refillable, blue color legal size	10.00	piece/s		30 Working Days
14	Clear Tabs, 10 packs/box	5.00	box/es		30 Working Days
15	Clipboard Folder, Legal Hard Plastic w/ Cover	2.00	piece/s		30 Working Days
16	Clipboard w/ Cover (Leatherette), Hardboard	7.00	piece/s		30 Working Days
17	Coin Envelope, Brown, 4x8", 10's	5.00	pack/s		30 Working Days
18	Correction Tape; 5mmx12m	282.00	piece/s		30 Working Days
19	Cutter Blade Refill, HD; (10's/pack)	1.00	pack/s		30 Working Days
20	Cutter, Big; Heavy Duty	14.00	piece/s		30 Working Days
21	Cutting Mat Board A3 size green in color	2.00	piece/s		30 Working Days
22	Cutting Mat Board A4 size green in color	1.00	piece/s		30 Working Days
23	Desktop Document Holder; Adjustable with Line Guide Ruler and Clip Back with 7 grooves for different viewing angles	4.00	piece/s		30 Working Days
24	Envelope, brown, long	230.00	piece/s		30 Working Days

[Use this form for Framework Agreement:]

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	DELIVERY (WORKING DAYS)
25	Envelope, expanded, long	90.00	piece/s		30 Working Days
26	Envelope, mailing, white, long, sub.20	270.00	piece/s		30 Working Days
27	Envelope, plastic, expanded, long	15.00	piece/s		30 Working Days
28	Envelope, plastic w/ handle and push lock, expanded, long	56.00	piece/s		30 Working Days
29	Eraser, rubber, soft (white)	6.00	piece/s		30 Working Days
30	Fastener, Plastic Coated, 50pcs/box	17.00	box/es		30 Working Days
31	Fastener, Steel; 7cm 2in, 50pcs/box, Heavy Duty; non-sharp	15.00	box/es		30 Working Days
32	Filing Tabs; 24's Durable; Writable, Repositionable, Self Adhesive 2"x1.5"	19.00	pack/s		30 Working Days
33	Finger Moistener 1 3/4 oz, antibacterial, non toxic, odorless non greasy; 2pcs./pack	2.00	pack/s		30 Working Days
34	Flash Stamp Ink Refill black	11.00	bots		30 Working Days
35	Flash Stamp Ink Refill purple	12.00	bots		30 Working Days
36	Folder, Ordinary; White; Long	1,910.00	piece/s		30 Working Days
37	Stand File Box	11.00	piece/s		30 Working Days
38	Alligator Clip	200.00	piece/s		30 Working Days
39	Glue Gun, Heavy Duty; small	3.00	piece/s		30 Working Days
40	Glue Stick, Small 25's/pack	4.00	pack/s		30 Working Days
41	Glue, All Purpose with applicator, 240 grams, good quality	44.00	jar/s		30 Working Days
42	Glue Tape, 6mmx6m, Good Quality	50.00	piece/s		30 Working Days
43	Guntacker Staple Wire, 50-10MM / 3/8" (10mm), 84 staples per strip (12 strips per box)	10.00	box/es		30 Working Days
44	Heavy Duty-50DF Stapler 6mm No. 35	3.00	piece/s		30 Working Days
45	Index Tabs, 150's Self - Adhesive, Plain 12x45mm w/ dispenser	16.00	pack/s		30 Working Days
46	Index Tabs, Adhesive, Sign Here Print	60.00	pack/s		30 Working Days
47	Laminating Film 250 microns A4, 100's	3.00	pack/s		30 Working Days
48	Marker, Fluorescent, highlighter; neon pink	35.00	piece/s		30 Working Days
49	Marker, Fluorescent, highlighter; neon yellow	60.00	piece/s		30 Working Days
50	Marker, Fluorescent, highlighter; neon Green	55.00	piece/s		30 Working Days
51	Marker Refill Ink (Pilot) Black 30ml	6.00	bottle/s		30 Working Days
52	Marking Pen, Permanent, Broad tip, black	39.00	piece/s		30 Working Days
53	Marking Pen, Permanent, Broad tip, blue	24.00	piece/s		30 Working Days
54	Marking Pen, Permanent, Broad tip, green	21.00	piece/s		30 Working Days
55	Marking Pen, Permanent, Broad tip, red	26.00	piece/s		30 Working Days
56	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, black	21.00	piece/s		30 Working Days
57	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, blue	16.00	piece/s		30 Working Days
58	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, Red	12.00	piece/s		30 Working Days
59	Marking Pen, White Board, Broad tip, Black	13.00	piece/s		30 Working Days

[Use this form for Framework Agreement:]

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	DELIVERY (WORKING DAYS)
60	Marking Pen, White Board, Broad tip, Blue	6.00	piece/s		30 Working Days
61	Marking Pen, White Board, Broad tip, Green	3.00	piece/s		30 Working Days
62	Marking Pen, White Board, Broad tip, Red	3.00	piece/s		30 Working Days
63	Mechanical Pencil; Retractable; 0.5mm	16.00	piece/s		30 Working Days
64	Mechanical Pencil Refill; Lead, 0.5mm	16.00	tube/s		30 Working Days
65	Magazine Frame Document Tray Table (File Organizer, Black)	1.00	unit		30 Working Days
66	Mouse pad with wrist support	14.00	piece/s		30 Working Days
67	Notepad, Sticky Note, 1/4" x 2", 100 sheets/pad	48.00	pad/s		30 Working Days
68	Notepad, Sticky Note, 2" x 3", 100 sheets/pad	53.00	pad/s		30 Working Days
69	Notepad, Sticky Note, 3" x 3", 100 sheets/pad	22.00	pad/s		30 Working Days
70	Notepad, Sticky Note, 3" x 5", 100 sheets/pad	42.00	pad/s		30 Working Days
71	Notepad, Sticky Note, 4" x 3", 100 sheets/pad	58.00	pad/s		30 Working Days
72	Paper Clip, 33mm, vinyl coated, 100's/box	35.00	box/es		30 Working Days
73	Paper Clip, 50mm, vinyl coated, 100's/box	43.00	box/es		30 Working Days
74	Paper, bond, A3 (sub. 20)	72.00	ream/s		30 Working Days
75	Paper, bond, A4 (sub. 20)	995.00	ream/s		30 Working Days
76	Paper, bond, long (sub. 20)	70.00	ream/s		30 Working Days
77	Pen, Stainless Steel 0.3mm; Fine Point Tip; Gel Ink Formula; Black; 12pcs/box	10.00	box/es		30 Working Days
78	Pen, Stainless Steel 0.5mm; Fine Point Tip; Gel Ink Formula; Black; 12pcs/box	4.00	box/es		30 Working Days
79	Pen; gel ink rollerball; black; 0.4mm metal tip; 12pcs/box	7.00	box/es		30 Working Days
80	Pen; gel ink rollerball; black; 0.5mm metal tip; 12pcs/box	7.00	box/es		30 Working Days
81	Pen; gel ink rollerball; red; 0.5mm metal tip; 12pcs/box	2.00	box/es		30 Working Days
82	Pen; gel ink rollerball; black; 0.7mm metal tip; 12pcs/box	10.00	box/es		30 Working Days
83	Pen; Retractable; Rollerball; Hi Tech Point; Black 0.7mm (12pcs./box) (Pilot)	7.00	box/es		30 Working Days
84	Pencil Sharpener; Heavy Duty; Auto-Feed Feature, Translucent Pencil Shaving Bin; Desk Clamp, Double Thickness	5.00	piece/s		30 Working Days
85	Pencil w/ Eraser, 12's/box, No. 2	18.00	box/es		30 Working Days
86	Photopaper, A3, 260GSM; Glossy; 20's/pack	4.00	pack/s		30 Working Days
87	Photopaper, A4, 260GSM; Glossy; 20's/pack	37.00	pack/s		30 Working Days
88	Photopaper, A4, 260GSM; Matte (Rough Satin); 20's/pack	17.00	pack/s		30 Working Days
89	Puncher, for Bulk document 75XI (with rubber, heavy duty)	11.00	piece/s		30 Working Days
90	PVC Binding Cover (300 microns, A4 size), 100 pieces/pack	1.00	pack/s		30 Working Days
91	Push Pin PP50 50S Assorted Color	13.00	box/es		30 Working Days

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	DELIVERY (WORKING DAYS)
92	Record Book 8.5" x 11", 500 pages	50.00	piece/s		30 Working Days
93	Ring Binder (1/4 size)	3.00	meter/s		30 Working Days
94	Ring Binder (1/2 size)	5.00	meter/s		30 Working Days
95	Ring Binder (3/4 size)	5.00	meter/s		30 Working Days
96	Rubber Band, #18, Approx. 445gms./box, good quality	10.00	box/es		30 Working Days
97	Ruler; 12"; Good Quality	32.00	piece/s		30 Working Days
98	Calculator, Scientific; Dual Power	5.00	piece/s		30 Working Days
99	Scissor; Heavy Duty; Steel; Big	18.00	piece/s		30 Working Days
100	Special Paper Board; A4 200GSM 10's/pack; Off white in color	23.00	pack/s		30 Working Days
101	Special Paper Board; long 200 GSM 10's/pack; Off White in	22.00	pack/s		30 Working Days
102	Stamp Ink; violet	11.00	bottle/s		30 Working Days
103	Stamp Ink; Red	3.00	bottle/s		30 Working Days
104	Stamp Pad	29.00	piece/s		30 Working Days
105	Stamp Number 10 digits	5.00	piece/s		30 Working Days
106	Stamp dater, mini, self-inking S-300	5.00	piece/s		30 Working Days
107	Stamp dater ink refill, mini, self-inking S-300	9.00	piece/s		30 Working Days
108	Stamp Received with dater, mini, self-inking S-300	3.00	piece/s		30 Working Days
109	Staple Remover; Plier Type; Heavy Duty	6.00	box/es		30 Working Days
110	Staple Wire 27/36 for bulk documents	7.00	box/es		30 Working Days
111	Staple Wire No. 35-5M; 100 Staples/Stick; 5000S	90.00	box/es		30 Working Days
112	Staple Wire No. 10-1M; 1000 staples; 3 boxes/pack	10.00	box/es		30 Working Days
113	Stapler No. 10 w/ staple remover, HD	4.00	piece/s		30 Working Days
114	Stapler No. 35 w/ staple remover, HD	14.00	piece/s		30 Working Days
115	Stapler (Heavy Duty, with rubber covered handle, max. 110 sheets)	3.00	piece/s		30 Working Days
116	Sticker Paper, Printable Vinyl for Inkjet 10's, Water Resistant, Untearable, Outdoor Proof	5.00	pack/s		30 Working Days
117	Sticker Paper; A4; Glossy, yellow back; 20's/pack	7.00	pack/s		30 Working Days
118	Sticky Note, "Sign Here"; 1/2"x2" 100 sheets	102.00	pack/s		30 Working Days
119	Sticky Note, Plain, Arrow Design; 1/2"x2" 100 sheets	50.00	pack/s		30 Working Days
120	Tape, masking; 1"x50	62.00	roll/s		30 Working Days
121	Tape, masking; 2" (big)	37.00	roll/s		30 Working Days
122	Tape, packaging, 48mm, (2") clear	12.00	roll/s		30 Working Days
123	Tape, transparent, (1") width	63.00	roll/s		30 Working Days
124	Tape, transparent, (2") width	33.00	roll/s		30 Working Days
125	Tape; Double Sided; 1/2"x50	25.00	roll/s		30 Working Days
126	Tape; Double Sided; 1"x50	36.00	roll/s		30 Working Days
127	Tape; Duct 2", Black	13.00	roll/s		30 Working Days
128	Tape; Duct 2", Silver	30.00	roll/s		30 Working Days
129	Tape, Mounting Tape, 24mm x 1m, S-roll 1.5mm	18.00	roll/s		30 Working Days
130	Flash Drive 32GB Capacity	62.00	piece/s		30 Working Days
131	External Hard Drive (2TB)	12.00	piece/s		30 Working Days
132	USB 64GBw/ OTG	29.00	piece/s		30 Working Days
133	Wireless Mouse (Heavy Duty)	5.00	piece/s		30 Working Days
134	Comix Heavy Duty Comb Binding Machine 24 Holes	1.00	unit/s		30 Working Days
135	Heavy Duty Ream Cutter A4 & A3 size paper trimmer Cutting Officom 400 sheets cutting capacity	2.00	unit/s		30 Working Days

ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	DELIVERY (WORKING DAYS)
136	White Board, magnetic 2'x3' (Aluminum Frame), Heavy duty	4.00	unit/s		30 Working Days
137	Philippine Flaglets, nylon fabric with holder size: 11"x18"	50.00	piece/s		30 Working Days
138	Philippine National Flag Nylon/Cotton Fabric, size: 2x4 feet	3.00	piece/s		30 Working Days
LOT 2:					30 Working Days
1	Ink Printer Refill, Epson 001, Black; 127ml (Genuine)	14.00	bottle/s		30 Working Days
2	Ink Printer Refill, Epson 001, Cyan; 70ml (Genuine)	10.00	bottle/s		30 Working Days
3	Ink Printer Refill, Epson 001, Magenta; 70ml (Genuine)	5.00	bottle/s		30 Working Days
4	Ink Printer Refill, Epson 001, Yellow; 70ml (Genuine)	9.00	bottle/s		30 Working Days
5	Ink Printer Refill, Epson T774, Black; 140ml (Genuine)	4.00	bottle/s		30 Working Days
6	Ink Printer Refill, Epson 008; Black; 127ml (Genuine)	89.00	bottle/s		30 Working Days
7	Ink Printer Refill, Epson 008; Cyan; 70ml (Genuine)	69.00	bottle/s		30 Working Days
8	Ink Printer Refill, Epson 008; Magenta; 70ml (Genuine)	69.00	bottle/s		30 Working Days
9	Ink Printer Refill, Epson 008; Yellow; 70ml (Genuine)	69.00	bottle/s		30 Working Days
10	Ink Printer Refill, Epson 664; Black; 70ml (Genuine)	7.00	bottle/s		30 Working Days
11	Ink Printer Refill, Epson 664; Cyan; 70ml (Genuine)	2.00	bottle/s		30 Working Days
12	Ink Printer Refill, Epson 664; Magenta; 70ml (Genuine)	2.00	bottle/s		30 Working Days
13	Ink Printer Refill, Epson 664; Yellow; 70ml (Genuine)	2.00	bottle/s		30 Working Days
14	Ink EPSON T9481 Black for WF - C5790 (Genuine)	6.00	bottle/s		30 Working Days
15	Ink EPSON T9482 Cyan for WF - C5790 (Genuine)	3.00	bottle/s		30 Working Days
16	Ink EPSON T9483 Magenta for WF - C5790 (Genuine)	3.00	bottle/s		30 Working Days
17	Ink EPSON T9484 Yellow for WF - C5790 (Genuine)	3.00	bottle/s		30 Working Days
18	Ink Epson WFC878K T05B1 Black (Large) (Genuine)	5.00	bottle/s		30 Working Days
19	Ink Epson WFC878K T05B2 Cyan (Large) (Genuine)	5.00	bottle/s		30 Working Days
20	Ink Epson WFC878K T05B3 Magenta (Large) (Genuine)	5.00	bottle/s		30 Working Days
21	Ink Epson WFC878K T05B4 Yellow (Large) (Genuine)	5.00	bottle/s		30 Working Days
22	HP Smart Tank Printer 519 GT53 Black Ink (Genuine)	4.00	bottle/s		30 Working Days
23	HP Smart Tank Printer 519 GT52 Cyan Ink (Genuine)	3.00	bottle/s		30 Working Days
24	HP Smart Tank Printer 519 GT52 Magenta Ink (Genuine)	3.00	bottle/s		30 Working Days
25	HP Smart Tank Printer 519 GT52 Yellow Ink (Genuine)	3.00	bottle/s		30 Working Days

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<i>FRAMEWORK AGREEMENT LIST (AGENCY)</i>				
	<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
	<i>TOTAL (Approved Budget for the Contract)</i>			
	<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
	<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
	<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

34 Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

[Use this form for Framework Agreement:]

Section VIII. Bidding Forms

Notes on the Bidding Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Bill of Quantities with Bid Prices** in accordance with **ITB Clause Error! Reference source not found.** 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 2.4.**

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 Error! Reference source not found.** and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB Clause Error! Reference source not found.** failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

Date: _____

Invitation to Bid² N°:

c. Having examined the Bidding Documents including Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver in 25GRF01 - Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office ewhich is as follows Structured Cabling System & Rehabilitation of Network Room (SEE BILL OF QUANTITIES WITH UNIT BID PRICES AND TOTAL BID PRICES ATTACHED HERETO)* in conformity with the said Bidding Documents for the sum of _____
(in Words and in Figures)

P

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

³ Applicable only if the Funding Source is the ADB, JICA or WB.

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 the latter's behalf for the **25GRF01 - Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office** [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 **25GRF01 - Purchase of Office Supplies for use in various Sections, DPWH-Bacolod City District Engineering Office** of the Bids and Awards Committee (BAC) of the Department of Public Works and Highways (DPWH), Bacolod City District Engineering Office.

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 _____

Section IX. Bill of Quantities

WITH UNIT BID PRICES AND TOTAL BID PRICES

Date of Bid Opening: **July 02, 2025**

1	2	3	4	5	6	7
ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL	TOTAL BID PRICE (PESO)	DELIVERY SCHEDULE
LOT 1 :						
1	Ballpen, Ballpoint tip delivers smooth ink flow; 12pcs/box (Black)	34.00	box/es			
2	Ballpen, (Red 0.7mm) Ballpoint tip delivers smooth ink flow; 12pcs/box	5.00	box/es			
3	Battery, size AA, 4 pcs./pack	27.00	pack/s			
4	Battery, size AAA, 4 pcs./pack	18.00	pack/s			
5	Binder Clip 1/2" (12's/box)	32.00	box/es			
6	Binder Clip 3/4" (12's/box)	21.00	box/es			
7	Binder Clip 1" (12's/box)	26.00	box/es			
8	Binder Clip 1-1/2" (12's/box)	15.00	box/es			
9	Binder Clip 2" (12's/box)	7.00	box/es			
10	Calculator, 12 Digits Dual Power Large Display Arc Design Black	6.00	piece/s			
11	CDR-RW, Good Quality	20.00	piece/s			
12	Certificate Frame; Glass Top, A4 (21cmx29.7cm)	100.00	piece/s			
13	Clear Book Album, Thick Plastic, Good Quality; 20 sleeves, refillable, blue color legal size	10.00	piece/s			
14	Clear Tabs, 10 packs/box	5.00	box/es			
15	Clipboard Folder, Legal Hard Plastic w/ Cover	2.00	piece/s			
16	Clipboard w/ Cover (Leatherette), Hardboard	7.00	piece/s			
17	Coin Envelope, Brown, 4x8", 10's	5.00	pack/s			
18	Correction Tape; 5mmx12m	282.00	piece/s			
19	Cutter Blade Refill, HD; (10's/pack)	1.00	pack/s			
20	Cutter, Big; Heavy Duty	14.00	piece/s			
21	Cutting Mat Board A3 size green in color	2.00	piece/s			
22	Cutting Mat Board A4 size green in color	1.00	piece/s			
23	Desktop Document Holder; Adjustable with Line Guide Ruler and Clip Back with 7 grooves for different viewing angles	4.00	piece/s			
24	Envelope, brown, long	230.00	piece/s			

1	2	3	4	5	6	7
ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL		
25	Envelope, expanded, long	90.00	piece/s			
26	Envelope, mailing, white, long, sub.20	270.00	piece/s			
27	Envelope, plastic, expanded, long	15.00	piece/s			
28	Envelope, plastic w/ handle and push lock, expanded, long	56.00	piece/s			
29	Eraser, rubber, soft (white)	6.00	piece/s			
30	Fastener, Plastic Coated, 50pcs/box	17.00	box/es			
31	Fastener, Steel; 7cm 2in, 50pcs/box, Heavy Duty; non-sharp edge	15.00	box/es			
32	Filing Tabs; 24's Durable; Writable, Repositionable, Self Adhesive 2"x1.5"	19.00	pack/s			
33	Finger Moistener 1 3/4 oz, antibacterial, non toxic, odorless non greasy; 2pcs./pack	2.00	pack/s			
34	Flash Stamp Ink Refill black	11.00	bots			
35	Flash Stamp Ink Refill purple	12.00	bots			
36	Folder, Ordinary; White; Long	1,910.00	piece/s			
37	Stand File Box	11.00	piece/s			
38	Alligator Clip	200.00	piece/s			
39	Glue Gun, Heavy Duty; small	3.00	piece/s			
40	Glue Stick, Small 25's/pack	4.00	pack/s			
41	Glue, All Purpose with applicator, 240 grams, good quality	44.00	jar/s			
42	Glue Tape, 6mmx6m, Good Quality	50.00	piece/s			
43	Guntacker Staple Wire, 50-10MM / 3/8" (10mm), 84 staples per strip (12 strips per box)	10.00	box/es			
44	Heavy Duty-50DF Stapler 6mm No. 35	3.00	piece/s			
45	Index Tabs, 150's Self - Adhesive, Plain 12x45mm w/ dispenser	16.00	pack/s			
46	Index Tabs, Adhesive, Sign Here Print	60.00	pack/s			
47	Laminating Film 250 microns A4, 100's	3.00	pack/s			
48	Marker, Fluorescent, highlighter; neon pink	35.00	piece/s			
49	Marker, Fluorescent, highlighter; neon yellow	60.00	piece/s			
50	Marker, Fluorescent, highlighter; neon Green	55.00	piece/s			
51	Marker Refill Ink (Pilot) Black 30ml	6.00	bottle/s			
52	Marking Pen, Permanent, Broad tip, black	39.00	piece/s			
53	Marking Pen, Permanent, Broad tip, blue	24.00	piece/s			
54	Marking Pen, Permanent, Broad tip, green	21.00	piece/s			
55	Marking Pen, Permanent, Broad tip, red	26.00	piece/s			
56	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, black	21.00	piece/s			
57	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, blue	16.00	piece/s			
58	Marking Pen, Permanent, Twin Tip, 1.0mm and 0.4mm, Red	12.00	piece/s			
59	Marking Pen, White Board, Broad tip, Black	13.00	piece/s			

1	2	3	4	5	6	7
ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL		
60	Marking Pen, White Board, Broad tip, Blue	6.00	piece/s			
61	Marking Pen, White Board, Broad tip, Green	3.00	piece/s			
62	Marking Pen, White Board, Broad tip, Red	3.00	piece/s			
63	Mechanical Pencil; Retractable; 0.5mm	16.00	piece/s			
64	Mechanical Pencil Refill; Lead, 0.5mm	16.00	tube/s			
65	Magazine Frame Document Tray Table (File Organizer, Black)	1.00	unit			
66	Mouse pad with wrist support	14.00	piece/s			
67	Notepad, Sticky Note, 1/4" x 2", 100 sheets/pad	48.00	pad/s			
68	Notepad, Sticky Note, 2" x 3", 100 sheets/pad	53.00	pad/s			
69	Notepad, Sticky Note, 3" x 3", 100 sheets/pad	22.00	pad/s			
70	Notepad, Sticky Note, 3" x 5", 100 sheets/pad	42.00	pad/s			
71	Notepad, Sticky Note, 4" x 3", 100 sheets/pad	58.00	pad/s			
72	Paper Clip, 33mm, vinyl coated, 100's/box	35.00	box/es			
73	Paper Clip, 50mm, vinyl coated, 100's/box	43.00	box/es			
74	Paper, bond, A3 (sub. 20)	72.00	ream/s			
75	Paper, bond, A4 (sub. 20)	995.00	ream/s			
76	Paper, bond, long (sub. 20)	70.00	ream/s			
77	Pen, Stainless Steel 0.3mm; Fine Point Tip; Gel Ink Formula; Black; 12pcs/box	10.00	box/es			
78	Pen, Stainless Steel 0.5mm; Fine Point Tip; Gel Ink Formula; Black; 12pcs/box	4.00	box/es			
79	Pen; gel ink rollerball; black; 0.4mm metal tip; 12pcs/box	7.00	box/es			
80	Pen; gel ink rollerball; black; 0.5mm metal tip; 12pcs/box	7.00	box/es			
81	Pen; gel ink rollerball; red; 0.5mm metal tip; 12pcs/box	2.00	box/es			
82	Pen; gel ink rollerball; black; 0.7mm metal tip; 12pcs/box (Pilot)	10.00	box/es			
83	Pen; Retractable; Rollerball; Hi Tech Point; Black 0.7mm (12pcs./box) (Pilot)	7.00	box/es			
84	Pencil Sharpener; Heavy Duty; Auto-Feed Feature, Translucent Pencil Shaving Bin; Desk Clamp, Double Thickness Steel Body	5.00	piece/s			
85	Pencil w/ Eraser, 12's/box, No. 2	18.00	box/es			
86	Photopaper, A3, 260GSM; Glossy; 20's/pack	4.00	pack/s			
87	Photopaper, A4, 260GSM; Glossy; 20's/pack	37.00	pack/s			
88	Photopaper, A4, 260GSM; Matte (Rough Satin); 20's/pack	17.00	pack/s			
89	Puncher, for Bulk document 75XI (with rubber, heavy duty)	11.00	piece/s			
90	PVC Binding Cover (300 microns, A4 size), 100 pieces/pack	1.00	pack/s			
91	Push Pin PP50 50S Assorted Color	13.00	box/es			

1	2	3	4	5	6	7
ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL		
92	Record Book 8.5" x 11", 500 pages	50.00	piece/s			
93	Ring Binder (1/4 size)	3.00	meter/s			
94	Ring Binder (1/2 size)	5.00	meter/s			
95	Ring Binder (3/4 size)	5.00	meter/s			
96	Rubber Band, #18, Approx. 445gms./box, good quality	10.00	box/es			
97	Ruler; 12"; Good Quality	32.00	piece/s			
98	Calculator, Scientific; Dual Power	5.00	piece/s			
99	Scissor; Heavy Duty; Steel; Big	18.00	piece/s			
100	Special Paper Board; A4 200GSM 10's/pack; Off white in color	23.00	pack/s			
101	Special Paper Board; long 200 GSM 10's/pack; Off White in color	22.00	pack/s			
102	Stamp Ink; violet	11.00	bottle/s			
103	Stamp Ink; Red	3.00	bottle/s			
104	Stamp Pad	29.00	piece/s			
105	Stamp Number 10 digits	5.00	piece/s			
106	Stamp dater, mini, self-inking S-300	5.00	piece/s			
107	Stamp dater ink refill, mini, self-inking S-300	9.00	piece/s			
108	Stamp Received with dater, mini, self-inking S-300	3.00	piece/s			
109	Staple Remover; Plier Type; Heavy Duty	6.00	box/es			
110	Staple Wire 27/36 for bulk documents	7.00	box/es			
111	Staple Wire No. 35-5M; 100 Staples/Stick; 5000S	90.00	box/es			
112	Staple Wire No. 10-1M; 1000 staples; 3 boxes/pack	10.00	box/es			
113	Stapler No. 10 w/ staple remover, HD	4.00	piece/s			
114	Stapler No. 35 w/ staple remover, HD	14.00	piece/s			
115	Stapler (Heavy Duty, with rubber covered handle, max. 110 sheets)	3.00	piece/s			
116	Sticker Paper, Printable Vinyl for Inkjet 10's, Water Resistant, Untearable, Outdoor Proof	5.00	pack/s			
117	Sticker Paper; A4; Glossy, yellow back; 20's/pack	7.00	pack/s			
118	Sticky Note, "Sign Here"; 1/2"x2" 100 sheets	102.00	pack/s			
119	Sticky Note, Plain, Arrow Design; 1/2"x2" 100 sheets	50.00	pack/s			
120	Tape, masking; 1"x50	62.00	roll/s			
121	Tape, masking; 2" (big)	37.00	roll/s			
122	Tape, packaging, 48mm, (2") clear	12.00	roll/s			
123	Tape, transparent, (1") width	63.00	roll/s			
124	Tape, transparent, (2") width	33.00	roll/s			
125	Tape; Double Sided; 1/2"x50	25.00	roll/s			
126	Tape; Double Sided; 1"x50	36.00	roll/s			
127	Tape; Duct 2", Black	13.00	roll/s			
128	Tape; Duct 2", Silver	30.00	roll/s			
129	Tape, Mounting Tape, 24mm x 1m, S-roll 1.5mm	18.00	roll/s			
130	Flash Drive 32GB Capacity	62.00	piece/s			
131	External Hard Drive (2TB)	12.00	piece/s			
132	USB 64GBw/ OTG	29.00	piece/s			
133	Wireless Mouse (Heavy Duty)	5.00	piece/s			
134	Comix Heavy Duty Comb Binding Machine 24 Holes	1.00	unit/s			
135	Heavy Duty Ream Cutter A4 & A3 size paper trimmer Cutting Officom 400 sheets cutting capacity	2.00	unit/s			

1	2	3	4	5	6	7
ITEM No.	ITEM DESCRIPTION	QUANTITY	UNIT	TOTAL		
136	White Board, magnetic 2'x3' (Aluminum Frame), Heavy duty	4.00	unit/s			
137	Philippine Flaglets, nylon fabric with holder size: 11"x18"	50.00	piece/s			
138	Philippine National Flag Nylon/Cotton Fabric, size: 2x4 feet	3.00	piece/s			
LOT 2:						
1	Ink Printer Refill, Epson 001, Black; 127ml (Genuine)	14.00	bottle/s			
2	Ink Printer Refill, Epson 001, Cyan; 70ml (Genuine)	10.00	bottle/s			
3	Ink Printer Refill, Epson 001, Magenta; 70ml (Genuine)	5.00	bottle/s			
4	Ink Printer Refill, Epson 001, Yellow; 70ml (Genuine)	9.00	bottle/s			
5	Ink Printer Refill, Epson T774, Black; 140ml (Genuine)	4.00	bottle/s			
6	Ink Printer Refill, Epson 008; Black; 127ml (Genuine)	89.00	bottle/s			
7	Ink Printer Refill, Epson 008; Cyan; 70ml (Genuine)	69.00	bottle/s			
8	Ink Printer Refill, Epson 008; Magenta; 70ml (Genuine)	69.00	bottle/s			
9	Ink Printer Refill, Epson 008; Yellow; 70ml (Genuine)	69.00	bottle/s			
10	Ink Printer Refill, Epson 664; Black; 70ml (Genuine)	7.00	bottle/s			
11	Ink Printer Refill, Epson 664; Cyan; 70ml (Genuine)	2.00	bottle/s			
12	Ink Printer Refill, Epson 664; Magenta; 70ml (Genuine)	2.00	bottle/s			
13	Ink Printer Refill, Epson 664; Yellow; 70ml (Genuine)	2.00	bottle/s			
14	Ink EPSON T9481 Black for WF - C5790 (Genuine)	6.00	bottle/s			
15	Ink EPSON T9482 Cyan for WF - C5790 (Genuine)	3.00	bottle/s			
16	Ink EPSON T9483 Magenta for WF - C5790 (Genuine)	3.00	bottle/s			
17	Ink EPSON T9484 Yellow for WF - C5790 (Genuine)	3.00	bottle/s			
18	Ink Epson WFC878K T05B1 Black (Large) (Genuine)	5.00	bottle/s			
19	Ink Epson WFC878K T05B2 Cyan (Large) (Genuine)	5.00	bottle/s			
20	Ink Epson WFC878K T05B3 Magenta (Large) (Genuine)	5.00	bottle/s			
21	Ink Epson WFC878K T05B4 Yellow (Large) (Genuine)	5.00	bottle/s			
22	HP Smart Tank Printer 519 GT53 Black Ink (Genuine)	4.00	bottle/s			
23	HP Smart Tank Printer 519 GT52 Cyan Ink (Genuine)	3.00	bottle/s			
24	HP Smart Tank Printer 519 GT52 Magenta Ink (Genuine)	3.00	bottle/s			
25	HP Smart Tank Printer 519 GT52 Yellow Ink (Genuine)	3.00	bottle/s			
TOTAL AMOUNT OF BID						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (in words) </div> <div style="width: 10%; text-align: center;">P</div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (in figures) </div> </div>						

Bid Validity: _____

Name and Signature of Bidder: _____

Address: _____

Telephone No. _____

Name of Representative: _____

Signature of Representative: _____

Note: Columns 1 to 4 are to be filled up by the Procuring Entity.

Columns 5 to 7 shall be filled up by the Bidder

Section X. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

SAMPLE FORMS

TABLE OF CONTENTS

Contract Agreement Form	44
Omnibus Sworn Sworn Statement	46
Bid Securing Declaration	48
Statement of all ongoing government and private contracts including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid	50
Statement of Single Largest Completed Contract similar to the contract to be bid within two (2) years period	51
Authority of Signatory (Corporation)	52
Authority of Signatory (Sole Proprietor/Partnership)	53
Item Specifications	54

CONTRACT AGREEMENT FORM

**Republic of the Philippines
Department of Public Works and Highways**

[Name of Procuring Entity]

[Address of the Procuring Entity]

(Contract Name and ID No.)

**SUPPLY CONTRACT
(For Goods/Equipment)**

KNOW ALL MEN BY THESE PRESENTS:

This Supply Contract made and entered into this _____ day of _____ 202____.by and between:

The Government of the Republic of the Philippines through the **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**, a government agency performing governmental functions of the Republic of the Philippines, with office address at *[address]*, represented herein by *[Position, Name]*, hereinafter called the “**DPWH**”.

-and-

[Name of Supplier/Winning Bidder], a corporation duly organized under and by virtue of the laws Republic of the Philippines, with office address at *[address]*, represented herein by its *[Position, Name]*, hereinafter called the “**SUPPLIER**.”

WITNESSETH

WHEREAS, the **DPWH** invited Bids for the *[Contract ID No. and Contract Name]* has accepted the Bid of the **SUPPLIER** for the supply and delivery of:

[List of awarded items with corresponding amount]

In the sum of *[amount in words (amount in figures)]*, hereinafter called the “**Contract Price**.”

NOW THEREFORE, in view of the foregoing premises and of the mutual covenants and stipulations, hereinafter provided, the parties here to have agreed, as follows:

1. In this Agreement words and expressions shall have the same meanings as 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) 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) Production/Delivery Schedule
 - (c) Technical Specifications
 - (d) General Conditions of Contract
 - (e) Special Conditions of Contract
 - (f) Performance Security
 - (g) Notice of Award
3. In the consideration of the payments to be made by the **DPWH** to the **SUPPLIER** as hereinafter mentioned. The **SUPPLIER** hereby covenants with conformity in all respects with the provisions of the Contract.
4. The **DPWH** hereby covenants to pay the **SUPPLIER** in consideration of the provision of the goods and services and to 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 day and year first above written.

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.

**DEPARTMENT OF PUBLIC
WORKS AND HIGHWAYS**

SUPPLIER

By:

By:

[Name, Position]

[Name, Position]

SIGNED IN THE PRESENCE OF:

[Name]
Agency Chief Accountant

[Name of Supplier's Witness]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID-SECURING DECLARATION

Invitation to Bid: *[Insert reference number]*

Contract ID:

Contract Name:

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

I/We, 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 as the bidder with the Lowest Calculated and 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***

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 ____.

Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	kind of Goods	Amount of contract	Value of outstanding works	Date of Delivery
							(Date of Delivery shall refer to the expected date the project shall be fully completed/delivered or paid)

Note:

- 1. Current/on-going extended contracts should be included in the list
- 2. On-going extended contracts should be included in the list.

Instructions:

- a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financing Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility documents

Submitted by:
Company Name: _____

Authorized Representative: _____
(Signature over printed name)

Designation: _____

Date: _____

Statement of Single Largest Completed Contract similar to the contract to be bid within the five (5) years period

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	Kind of Goods	Amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery (Date of Delivery shall refer to the date the project was fully delivered, completed or paid)

Note: Bidder shall attach the following:

- 1. Photocopy of approved Contract or Purchase Order/Work Order
- 2. End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipt issued for the contract covering the full amount of the contract

Submitted by:

Company Name:

Authorized Representative:

(Signature over printed name)

Designation:

Date:

**AUTHORITY OF SIGNATORY
(For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at _____, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ____ day of _____ at _____.

PRINTED NAME/SIGNATURE
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of _____ this ____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of. _____

**AUTHORITY OF SIGNATORY
(For Sole Proprietor/Partnership)**

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project]

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ____ day of _____ at _____.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of _____ this ____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of. _____

