



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
REGIONAL OFFICE X
Engineer's Hill, Bulua, Cagayan de Oro City, Misamis Oriental



BIDDING DOCUMENTS

FOR

CONTRACT NAME : 24GK00005

SUPPLY & DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES
FOR USE IN THE DPWH REGIONAL OFFICE X, 1ST QUARTER

DATE OF OPENING OF BIDS : April 1, 2024 at 10:00 a.m.

**START DATE FOR ISSUANCE OF
BIDDING DOCUMENTS : March 13, 2024**

Website: www.dpwh.gov.ph
Tel. No(s).: (088) 858-8502 / (088) 858-7679



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.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of 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.



INVITATION TO BID FOR CONTRACT ID NO. 24GK00005 – SUPPLY & DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES FOR USE IN THE DPWH REGIONAL OFFICE X, 1ST QUARTER

1. The *Department of Public Works and Highways-X* through **RA 11975 Regular 2024 Current EAO** Dated February 8, 2024 intends to apply the sum of **LOT 1: Ten Million Three Hundred Seventy – Five Thousand Three Hundred Eighty – Five Pesos & 28/100 (P10,375,385.28); LOT 2: Three Million Six Hundred Eighty – Eight Thousand Two Hundred Ninety – Five Pesos & 60/100 (P3,688,295.60); LOT 3: One Million One Hundred Ten Thousand Eight Hundred Thirty - Five Pesos (P1,110,835.00); LOT 4: Twenty – One Million Four Hundred Eight Thousand Nine Hundred One Pesos (P21,408,901.00) & LOT 5: Eleven Million Seventy – Four Thousand Four Hundred Eighty - One Pesos & 69/100 (P11,074,481.69)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Purchase Request No. X2-24-02-045*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Public Works and Highways-X* now invites bids for **24GK00005 – Supply & delivery of office supplies and consumables for use in the DPWH Regional Office X, 1st Quarter.**¹ Delivery of the Goods is required *as specified in the Schedule of Requirement*. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *Department of Public Works and Highways-X* and inspect the Bidding Documents at the address given below during *weekdays from 8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 13, 2024 until before 10:00am of April 1, 2024** from the given address and website(s) below *and upon payment for the Bidding Documents in the amount of LOT 1: Twenty - Five Thousand Pesos (P25,000.00); LOT 2: Five Thousand Pesos (P5,000.00); LOT 3: Five Thousand Pesos (P5,000.00); LOT 4: Twenty - Five Thousand Pesos (P25,000.00) & LOT 5: Twenty - Five Thousand Pesos (P25,000.00).*

¹ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The *Department of Public Works and Highways-X* will hold a Pre-Bid Conference on **March 20, 2024, 10:00 a.m.** at DPWH-10 Bidding Room, 2nd Floor Old Administration & Office of the Regional Director Building, Engineers' Hill, Bulua, Cagayan de Oro City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **April 1, 2024, 10:00am**. Late bids shall not be accepted.

Bidding Documents may be purchased and Bid Proposals may be submitted through an authorized representative together with the original Special Power of Attorney (SPA) for Sole Proprietorship; or Board/Partnership/Joint Venture Resolution with Secretary's Certificate for Corporation/Partnership/Joint Venture/Cooperative) which is Contract Specific and presentation of Company ID or any government issued ID.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **April 1, 2024, 10:00am** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Department of Public Works and Highways-X* 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.
11. For further information, please refer to:

VIRGIE G. NAYVE, AEr
Chief, Construction Division
BAC Chairperson

Victorio T. Sajelan
Engineer IV
Head, Procurement Unit

Department of Public Works and Highways-Region X
Engineer's Hill, Bulua, Cagayan de Oro City
Telephone No.: 72301
Email address: dpwhprocurementro10@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents: **DPWH and PhilGEPS websites**

March 13, 2024

Approved by:

VIRGIE G. NAYVE, AEr
Chief, Construction Division
BAC Chairperson

Section II. Instructions to Bidders

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, the *Department of Public Works and Highways thru the Bids and Awards Committee (BAC)* wishes to receive Bids for the ***Supply & delivery of office supplies and consumables for use in the DPWH Regional Office X, 1st Quarter:*** with identification number ***24GK00005***.

The Procurement Project (referred to herein as "Project") is composed of **five lot contracts**, 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 ***RA 11975 Current EAO*** in the amount of **LOT 1: Ten Million Three Hundred Seventy – Five Thousand Three Hundred Eighty – Five Pesos & 28/100 (P10,375,385.28); LOT 2: Three Million Six Hundred Eighty – Eight Thousand Two Hundred Ninety – Five Pesos & 60/100 (P3,688,295.60); LOT 3: One Million One Hundred Ten Thousand Eight Hundred Thirty - Five Pesos (P1,110,835.00); LOT 4: Twenty – One Million Four Hundred Eight Thousand Nine Hundred One Pesos (P21,408,901.00) & LOT 5: Eleven Million Seventy – Four Thousand Four Hundred Eighty - One Pesos & 69/100 (P11,074,481.69).**

2.2. The source of funding is: NGA, the General Appropriations Act or Special Appropriations.

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.

- 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.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. **For the procurement of 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 ***March 20, 2024, 10:00 a.m. at DPWH-10 Bidding Room, 2nd Floor Old Administration and Office of the Regional Director Building, Engineers' Hill, Bulua, Cagayan de Oro City*** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within ***five (5) years*** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- 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 the **Section VII (Technical Specification)**.

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 Declaration² 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 ***the period specified in the BDS.*** Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case 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.

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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the 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 14 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.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. SUPPLY & DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES</p> <p>b. completed within 5 (five) years prior to the deadline for the submission and receipt of bids.</p>			
7.1	<p><i>Subcontracting is not allowed.</i></p>			
12	<p>The price of the Goods shall be quoted DDP (<i>Department of Public Works and Highways-X, Engineer's Hill, Bulua, Cagayan de Oro City</i>).</p>			
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC</i>= LOT 1: Ten Million Three Hundred Seventy – Five Thousand Three Hundred Eighty – Five Pesos & 28/100 (P10,375,385.28); LOT 2: Three Million Six Hundred Eighty – Eight Thousand Two Hundred Ninety – Five Pesos & 60/100 (P3,688,295.60); LOT 3: One Million One Hundred Ten Thousand Eight Hundred Thirty - Five Pesos (P1,110,835.00); LOT 4: Twenty – One Million Four Hundred Eight Thousand Nine Hundred One Pesos (P21,408,901.00) & LOT 5: Eleven Million Seventy – Four Thousand Four Hundred Eighty - One Pesos & 69/100 (P11,074,481.69), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i>= LOT 1: Ten Million Three Hundred Seventy – Five Thousand Three Hundred Eighty – Five Pesos & 28/100 (P10,375,385.28); LOT 2: Three Million Six Hundred Eighty – Eight Thousand Two Hundred Ninety – Five Pesos & 60/100 (P3,688,295.60); LOT 3: One Million One Hundred Ten Thousand Eight Hundred Thirty - Five Pesos (P1,110,835.00); LOT 4: Twenty – One Million Four Hundred Eight Thousand Nine Hundred One Pesos (P21,408,901.00) & LOT 5: Eleven Million Seventy – Four Thousand Four Hundred Eighty - One Pesos & 69/100 (P11,074,481.69), if bid security is in Surety Bond.</p>			
15	<p>Each Bidder shall submit one original copy of the first and second components of its Bid.</p> <p>Section 25.8 of 2016 revised IRR of RA 9184.</p> <p>Note: Bid Proposals with handwritten bid amount and/ or discounts shall not be accepted. Superimposed bid amount and/ or discounts, whether handwritten, computerized or typewritten shall not be considered.</p>			
19.3	<p><i>[The Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <table><tr><th>LOT</th><th>DESCRIPTION</th><th>ABC</th></tr></table>	LOT	DESCRIPTION	ABC
LOT	DESCRIPTION	ABC		

	1	Consumable for Canon, Brother, Epson, HP, Sharp, etc....	P10,375,385.28
	2	Consumable for Kyocera, etc...	P3,688,295.60
	3	Consumable for RISO, etc...	P1,110,835.00
	4	Consumable for Fuji Xerox, etc..	P21,408,901.00
	5	Office Supplies, etc...	P11,074,481.69
20.2	<p>a. 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;</p> <p>b. 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;</p> <p>c. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and</p> <p>d. The prospective bidder's audited financial statements, showing, among others, the prospective bidder'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.</p>		
21.2	<i>No additional requirements.</i>		

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

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

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

- 5.1 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.

5.2 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>Delivery and Documents - 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 within the Philippines, state:]</i> "The delivery terms applicable to this Contract are delivered DPWH Regional Office X, Engineer's Hill, Bulua, Cagayan de Oro City. 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:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul 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
	<ul style="list-style-type: none"> 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. f. <i>[Specify additional incidental service requirements, as needed.]</i> <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> <ol style="list-style-type: none"> 1. 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 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<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>
	<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</p>

	<p>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 Supplier's 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	The terms of payment shall be as follows: Payment shall be made after the delivery and conduct of the training.
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

Section VI. Delivery Schedule Requirements

Unit of Issue	Description	Qty.	Total	Delivery Period
LOT 1				
pc.	Ink Cartridge, Canon CL-811, colored	100	P10,375,385.28	Within Sixty (60) Calendar days upon the receipt of the Notice to Proceed
pc.	Ink Cartridge, Canon PG-810, black	100		
pc.	Ink bottle for Brother DCP-T510W, BT-D60BK, black	150		
pc.	Ink bottle for Brother MFC-T800W, BT-6000, black	10		
pc.	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, cyan	145		
pc.	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, magenta	145		
pc.	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, yellow	145		
pc.	TZ Tape for Brother P900W, TZE-251, black on white standard laminated, 24mm	50		
pc.	TZ Tape for Brother P900W, TZE-261, black on white standard laminated, 36mm	100		
pc.	EPSON Genuine Ink 003 for EPSON L3100, black	5		
pc.	EPSON Genuine Ink 003 for EPSON L3100, cyan	5		
pc.	EPSON Genuine Ink 003 for EPSON L3100, magenta	5		
pc.	EPSON Genuine Ink 003 for EPSON L3100, yellow	5		
pc.	EPSON Genuine Ink 001 for EPSON L6190, black	20		
pc.	EPSON Genuine Ink 001 for EPSON L6190, cyan	15		
pc.	EPSON Genuine Ink 001 for EPSON L6190, magenta	15		
pc.	EPSON Genuine Ink 001 for EPSON L6190, yellow	15		
pc.	EPSON Genuine Ink T9481, black for EPSON WF C5790, 100ml	60		
pc.	EPSON Genuine Ink T9482, cyan for EPSON WF C5790, 100ml	50		
pc.	EPSON Genuine Ink T9483, magenta for EPSON WF C5790, 100ml	50		
pc.	EPSON Genuine Ink T9484, yellow for EPSON WF C5790, 100ml	50		
pc.	Maintenance Kit for EPSON WF C5790	10		

pc.	Ink Cartridge genuine for EPSON WF-7211, T188 black	100		
pc.	Ink Cartridge genuine for EPSON WF-7211, T188 cyan	100		
pc.	Ink Cartridge genuine for EPSON WF-7211, T188 magenta	100		
pc.	Ink Cartridge genuine for EPSON WF-7211, T188 yellow	100		
pc.	Ink genuine EPSON BK 008 for EPSON L15150	75		
pc.	Ink genuine EPSON C 008 for EPSON L15150	35		
pc.	Ink genuine EPSON M 008 for EPSON L15150	35		
pc.	Ink genuine EPSON Y 008 for EPSON L15150	35		
pc.	EPSON Workforce WF-C878R Maintenance Box C13T671400	20		
pc.	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, black	15		
pc.	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, cyan	20		
pc.	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, magenta	20		
pc.	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, yellow	20		
pc.	Cartridge HP Laserjet 26A, HP Laserjet PRO MFP M426FDN	6		
pc.	Ink Cartridge, HP 965XL high yield black original ink for HP OfficeJetPro 9020	70		
pc.	Ink Cartridge, HP 965XL high yield cyan original ink for HP OfficeJetPro 9020	70		
pc.	Ink Cartridge, HP 965XL high yield magenta original ink for HP OfficeJetPro 9020	70		
pc.	Ink Cartridge, HP 965XL high yield yellow original ink for HP OfficeJetPro 9020	70		
pc.	Ink Cartridge, HP 678, black	20		
pc.	Ink Cartridge, HP 678, tri-color	10		
pc.	Cartridge, MX61FTBA black for Sharp MX-3051	8		
pc.	Cartridge, MX61FTCA cyan for Sharp MX-3051	8		
pc.	Cartridge, MX61FTMA magenta for Sharp MX-3051	8		

pc.	Cartridge, MX61FTYA yellow for Sharp MX-3051	8		
pc.	HP 212A black original laserjet toner cartridge (W2120A)	60		
pc.	HP 212A cyan original laserjet toner cartridge (W2121A)	30		
pc.	HP 212A magenta original laserjet toner cartridge (W2123A)	30		
pc.	HP 212A yellow original laserjet toner cartridge (W2122A)	30		
pc.	HP 955XL, black for HP Officejet Pro 7740	12		
pc.	HP 955XL, cyan for HP Officejet Pro 7740	9		
pc.	HP 955XL, magenta for HP Officejet Pro 7740	9		
pc.	HP 955XL, yellow for HP Officejet Pro 7740	9		
pc.	Portable Hard Drive, 1TB	11		
pc.	Internal Hard Drive for Desktop (SSD 480g), 512GB	13		
pc.	Memory Card, 64GB	6		
pc.	Flash Drive, 16GB	30		
pc.	Flash Drive, 32GB	25		
pc.	Flash Drive, 64GB	10		
LOT 2				
pc.	Toner Kit, TK-479	10		
pc.	Toner Kit, TK-8529C	25		
pc.	Toner Kit, TK-8529K	44		
pc.	Toner Kit, TK-8529M	25		
pc.	Toner Kit, TK-8529Y	25		
pc.	Toner Kit, TK-899C, cyan	10		
pc.	Toner Kit, TK-899K, black	20		
pc.	Toner Kit, TK-899M, magenta	10		
pc.	Toner Kit, TK-899Y, yellow	10		
pc.	Kyocera-Mita Maintenance Kit MK-896A for Kyocera Multi-Function Laser Copier FS-C8520MFP	1		
pc.	Toner Kit, TK-3104	30		
pc.	Kyocera Hinge left	1		
set	Kyocera Maintenance Kit MK-3104	1		
LOT 3			P1,110,835.00	Within Sixty (60) Calendar
pc.	RISO CV Ink with chip sensor for RISO CV 1200	30		

pc.	RISO CV Master with chip sensor for RISO CV 1200	60		days upon the receipt of the Notice to Proceed
pc.	Comcolor FT Ink black with chip sensor for RISO COMCOLOR FT1430	50		
pc.	EH-70F Staple Wire for Max EH-70F Stapler	60		
LOT 4				
pc.	Drum Cartridge for Fuji Xerox Apeosport C3070 Part No. CT351105	24	P21,408,901.00	Within Sixty (60) Calendar days upon the receipt of the Notice to Proceed
pc.	Toner Cartridge, black for Fuji Xerox Apeosport C3070 Part No. CT202634	23		
pc.	Toner Cartridge, cyan for Fuji Xerox Apeosport C3070 Part No. CT202635	23		
pc.	Toner Cartridge, magenta for Fuji Xerox Apeosport C3070 Part No. CT202636	23		
pc.	Toner Cartridge, yellow for Fuji Xerox Apeosport C3070 Part No. CT202637	23		
pc.	Waste Toner Container for Fuji Xerox Apeosport C3070 Part No. CWAA0901	28		
pc.	Drum Cartridge for Fujifilm Apeos C3070 Part No. CT351312	50		
pc.	Staples type XE for Fujifilm Apeos C3070 Part No. CWAA0856	20		
pc.	Toner Cartridge, black for Fujifilm Apeos C3070 Part No. CT203582	55		
pc.	Toner Cartridge, cyan for Fujifilm Apeos C3070 Part No. CT203583	35		
pc.	Toner Cartridge, magenta for Fujifilm Apeos C3070 Part No. CT203584	35		
pc.	Toner Cartridge, yellow for Fujifilm Apeos C3070 Part No. CT203585	35		
pc.	Waste Toner Container for Fujifilm Apeos C3070 Part No. CWAA0983	50		
pc.	Drum Cartridge for Fujifilm Apeos C3060 Part No. CT351088	32		
pc.	Toner Cartridge, black for Fujifilm Apeos C3060 Part No. CT202496	80		
pc.	Toner Cartridge, cyan for Fujifilm Apeos C3060 Part No. CT202497	80		
pc.	Toner Cartridge, magenta for Fujifilm Apeos C3060 Part No. CT202498	80		
pc.	Toner Cartridge, yellow for Fujifilm Apeos C3060 Part No. CT202499	80		
pc.	Waste Toner Container for Fujifilm Apeos C3060 Part No. CWAA0885	10		
pc.	Drum Cartridge for Fuji Xerox Apeosport V C5576 Part No. CT350851	4		

pc.	Toner Cartridge, black for Fuji Xerox Apeosport V C5576 Part No. CT201370	24		
pc.	Toner Cartridge, cyan for Fuji Xerox Apeosport V C5576 Part No. CT201371	12		
pc.	Toner Cartridge, magenta for Fuji Xerox Apeosport V C5576 Part No. CT201372	12		
pc.	Toner Cartridge, yellow for Fuji Xerox Apeosport V C5576 Part No. CT201373	12		
pc.	Waste Toner Container for Fuji Xerox Apeosport V C5576 Part No. CWAA0751	8		
pc.	Drum Cartridge black for Fuji Xerox Apeosport VII C3321 Part No. CT351220	10		
pc.	Drum Cartridge cyan for Fuji Xerox Apeosport VII C3321 Part No. CT351221	10		
pc.	Drum Cartridge magenta for Fuji Xerox Apeosport VII C3321 Part No. CT351222	10		
pc.	Drum Cartridge yellow for Fuji Xerox Apeosport VII C3321 Part No. CT351223	10		
pc.	Toner Cartridge, black for Fuji Xerox Apeosport VII C3321, Part No. CT203346	20		
pc.	Toner Cartridge, cyan for Fuji Xerox Apeosport VII C3321, Part No. CT203347	15		
pc.	Toner Cartridge, magenta for Fuji Xerox Apeosport VII C3321, Part No. CT203348	15		
pc.	Toner Cartridge, yellow for Fuji Xerox Apeosport VII C3321 Part No. CT203349	15		
pc.	Waste Toner Container for Fuji Xerox Apeosport VII C3321 Part No. EL500293	10		
pc.	Drum Cartridge for Fuji Xerox Apeosport VII 5021 Part No. CT351230	5		
pc.	Toner Cartridge, black for Fuji Xerox Apeosport VII 5021 Part No. CT203366	5		
pc.	Upper Roller Guide for Fujifilm Apeos C3060 Part No. EL201089	2		

pc.	Housing Assy for Fujifilm Apeos C3060 Part No. EK27209	2		
pc.	Fixing Unit for Fujifilm Apeos C3060 Part No. 126K 40290	2		
pc.	Duplex Bearing Assy for Fujifilm Apeos C3060 442R76950	4		
pc.	Entrance Shaft Kit for Fujifilm Apeos C3060 Part No. 3KR23-60012	2		
pc.	Shaft Assy Feed for Fujifilm Apeos C3060 3KR23-60011	8		
Provision and Conditions: 1. The Bidder/s or supplier/s must provide and attach to the bidding documents a Certificate of Authenticity and/or Manufacturer Certificate for Fuji products being offered such as: ink, toner, spare parts and the like. 2. The Bidder/s or supplier/s must attach to the bidding documents a certificate that they are capable to provide Technical Support within 2-4 hours after receiving a request for assistance from the end-user including the contact details of their technical support personnel. 3. Expiration date for Products such as ink, toner, spare parts, expirable paper/film is a minimum of one (1) year from the date of delivery and acceptance.				
LOT 5				
pack	Acetate, A4 size	20	P11,074,481.69	Within Sixty (60) Calendar days upon the receipt of the Notice to Proceed
pack	Acetate, legal size	20		
pc.	Automatic Numbering Machine, 12 digits	2		
pc.	Ballpen, black, 0.5mm	2,968		
pc.	Ballpen, blue, 0.5mm	1,818		
packet	Battery, "AA", alkaline, 2pcs/packet	140		
packet	Battery, "AA", rechargeable, 2 pcs/packet	20		
packet	Battery, "AAA", alkaline, 2pcs/packet	128		
packet	Battery, "AAA", rechargeable, 2pcs/packet	2		
pc.	Battery, 9V	12		
box	Binder Clip, 1"/25mm, assorted color	1,214		
box	Binder Clip, 1/2", assorted color	55		
box	Binder Clip, 1-1/2", assorted color	90		
box	Binder Clip, 1-1/4" 32mm, 12s/box	30		
box	Binder Clip, 2"/50mm, assorted color	914		
box	Binder Clip, 3", assorted color	20		
box	Binder Clip, 3/4"/19mm, assorted color	530		
pc.	Blank DVD-R 4.7GB with casing	1,050		

pc.	Blank DVD-RW 4.7GB without casing	2,000		
pc.	Blank DVD-RW, 16x speed, 4.7GB capacity, 120min with casing	24		
pc.	Calculator, desktop, compact, electronic, LCD display, 12 digits, two-way power source	5		
pc.	CD Sleeves	3,000		
pc.	Clipboard, long with cover, with pocket inside, blue	24		
ream	Colored Paper, A4 size, 80gsm, blue, 500 sheets	500		
ream	Colour Paper, A4, cyber green, 80gsm, 450 sheets	5		
pc.	Correction Pen, 7ml	50		
pc.	Correction Tape, 5mm x 8m	1,891		
pc.	Data File Box, 75mm x 230mm x 380mm, blue	140		
pc.	Dater Stamp, 12-digits	1		
bot.	Dishwashing Liquid, 500ml	510		
can	Disinfectant Spray, 400-550 grams	100		
pc.	Doormat, cotton	60		
roll	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", black	20		
roll	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", blue	120		
roll	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", gray	74		
roll	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", light blue	500		
roll	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 3", blue	100		
pc.	Envelope with zipper	150		
box	Envelope, expanding, blue, with elastic tie, for legal size documents, 100 pcs./box	10		
box	Envelope, expanding, brown, with elastic tie, for A4 size documents, 100 pcs./box	10		
pack	Folder, clear plastic for A4 size documents, 50 pcs./pack	1		
pc.	Folder, expanding, assorted colors, legal size, without tab	50		

pack	Folder, pressboard, white, A4 size, 100pc/pack	10		
pack	Folder, pressboard, white, legal size, 100pc/pack	19		
pc.	Folder, sliding, transparent, plastic, white for legal size documents	600		
pc.	Folder, sliding, transparent, plastic, white, for A3 documents	100		
pc.	Folder, sliding, transparent, plastic, white, for A4 documents	500		
pack	Folder, tagboard, A4, 100 pc/pack	5		
pack	Folder, tagboard, legal, 100 pc/pack	66		
pc.	Glue Stick, 36g	16		
pc.	Glue, all purpose, with applicator, 240ml	94		
pc.	ID Jacket, plastic	500		
bot.	Ink for Numbering Machine, red	5		
bot.	Ink Refill for Marking Pen, permanent, black	20		
bot.	Ink Refill for Marking Pen, permanent, blue	20		
can	Insecticide Spray, 600ml (420g)/can	5		
pack	Laminating Film, A3, 100 pcs., thickness 250mm	2		
tube	Lead, for mechanical pencil, 0.5mm	5		
pc.	Manila Paper	1,000		
set	Marker, fluorescent, 3 assorted colors per set	159		
pc.	Marker, permanent black broad	209		
pc.	Marker, permanent black bullet	532		
pc.	Marker, permanent blue broad	209		
pc.	Marker, permanent blue bullet	504		
pc.	Marker, permanent fine point, blue	1,100		
pc.	Marker, permanent fine point, navy blue	1,100		
pc.	Marker, permanent red broad	166		
pc.	Marker, whiteboard, black, bullet type, round tip	64		
pc.	Marker, whiteboard, blue, bullet type, round tip	60		
pc.	Marker, whiteboard, red, bullet type, round tip	30		
pad	Note Pad, stick-on, (1.5"x2"), assorted color	70		
pad	Note Pad, stick-on, (1.5x5.1cm)	40		

pad	Note Pad, stick-on, (2" x 2"), assorted colors, 100 sheets per pad	200		
pad	Note Pad, stick-on, (2" x 2"), blue, 100 sheets per pad	200		
pad	Note Pad, stick-on, (2" x 2"), green, 100 sheets per pad	200		
pad	Note Pad, stick-on, (2" x 2"), pink, 100 sheets per pad	200		
pad	Note Pad, stick-on, (2" x 2"), yellow, 100 sheets per pad	200		
pad	Note Pad, stick-on, (3" x 2"), pink	305		
pad	Note Pad, stick-on, (3" x 2"), yellow	305		
pad	Note Pad, stick-on, (3" x 3"), asstd. colors, 100 sheets per pad	396		
pad	Note Pad, stick-on, (3" x 3"), blue, 100 sheets per pad	260		
pad	Note Pad, stick-on, (3" x 3"), green, 100 sheets per pad	240		
pad	Note Pad, stick-on, (3" x 3"), orange, 100 sheets per pad	40		
pad	Note Pad, stick-on, (3" x 3"), pink, 100 sheets per pad	200		
pad	Note Pad, stick-on, (3" x 3"), yellow, 100 sheets per pad	290		
pad	Note Pad, stick-on, (3" x 5"), asstd. colors, 100 sheets per pad	50		
pad	Note Pad, stick-on, (4" x 2"), assorted colors, 100 sheets per pad	50		
pc.	Notebook, spring, 50 leaves	180		
pc.	Notebook, steno 6"x9"	1,024		
kl.	Nylon Mono Filament #350mm	20		
box	Paper Clip, gem type, small, 33mm, 100s/box	359		
pack	Paper cutter knife blade, heavy duty	220		
pc.	Paper cutter knife, heavy duty, for general purpose	159		
box	Paper Fastener, plastic, 8-1/2"	45		
ream	Paper, multicopy, 80gsm, A3 size	215		
ream	Paper, multicopy, 80gsm, A4 size	7,345		
ream	Paper, multicopy, 80gsm, legal size	1,110		
pc.	Pencil Sharpener	5		
pc.	Pencil with eraser	704		
pack	Photo Paper, A4, premium, glossy, 210gsm (20 pcs. per pack)	10		
pack	Photo Paper, legal size, glossy	82		
pc.	Puncher, paper, heavy duty, with two hole guide, big	55		

pc.	Puncher, paper, heavy duty, with two hole guide and punching capacity of 150 sheets	15		
pc.	PVC Clip Board, long, red, clipboard	12		
book	Record Book, 300 pages, size: 214mm x 278mm min	459		
book	Record Book, 500 pages, size: 214mm x 278mm min	369		
pc.	Ring Binder 10mm	10		
pc.	Ring Binder 8mm	10		
pc.	Ring Binder, 12mm x 1.2m (1/2"x44), blue	80		
pc.	Ring Binder, 20mm x 1.2m (3/4"x44), blue	80		
pc.	Ring Binder, 25mm x 1.2m (1"x44), blue & red	20		
pc.	Ring Binder, 25mm x 1.2m, blue	10		
pc.	Ring Binder, 38mm x 1.2m	35		
pc.	Ring Binder, 51mm x 1.2m (2"x44), blue & red	35		
pc.	Ring Binder, 8mm x 1.2mm (5/16"x44), blue	10		
box	Rubber band	61		
gal.	Rubbing Alcohol, ethyl, 70% solution, per gal	150		
pc.	Ruler, 12", plastic	37		
pack	Sheet Protector, 11-hole pocket, A4	2		
pc.	Sign Pen, 0.3mm, black	960		
pc.	Sign Pen, 0.3mm, blue	1,960		
pc.	Sign Pen, 0.3mm, red	600		
pc.	Sign Pen, 0.5mm, black, liquid gel	1,350		
pc.	Sign Pen, 0.5mm, blue, liquid gel	2,275		
pc.	Sign Pen, 0.5mm, green	480		
pc.	Sign Pen, 0.5mm, red	650		
pc.	Sign Pen, 0.7mm, black	560		
pc.	Sign Pen, 0.7mm, blue	620		
pc.	Sign Pen, 1.0mm, black, gel ink rollerball	700		
pc.	Sign Pen, 1.0mm, blue, gel ink rollerball	2,100		
pc.	Sign Pen, ball needle point, liquid gel, 0.5, blue	300		
pack	Special Paper, 8.5" x 13", 185gsm (10 sheets), soft green	30		
pack	Specialty Paper, A4, pale cream	500		

pc.	Sponge	500		
bot.	Stamp Pad Ink, black, 50ml	45		
bot.	Stamp Pad Ink, blue, 50ml	35		
bot.	Stamp Pad Ink, green, 50ml	20		
bot.	Stamp Pad Ink, violet, 50ml	39		
pc.	Stamp Pad, felt pad, 60mm x 100mm min, blue	50		
pc.	Staple Remover with removing capacity of 210 sheets	2		
pc.	Staple Wire Remover, plier type	125		
box	Staple Wire, heavy duty, 23/13	20		
box	Staple Wire No. 1	4		
box	Staple Wire, No. 35, standard	824		
pc.	Stapler, heavy duty, 12L/17	1		
pc.	Stapler, standard, with built-in stapler remover at the side	175		
pack	Sticker Paper, 8-1/4, 25 sheets per pack, matte	530		
pack	Sticker, matte surface, A4 printable for laser printer	100		
pad	Sticky Notes fluorescent pad, 0.5x1.75cm with "SIGN HERE"	850		
pc.	Tape dispenser for 1 inch wide tape	5		
roll	Tape, double adhesive, 1" clear, with foam	15		
roll	Tape, double adhesive, 1" clear, without foam	79		
roll	Tape, double adhesive, 1/2" clear, without foam	50		
roll	Tape, double adhesive, 2" clear, with foam	50		
roll	Tape, double adhesive, 2" clear, without foam	50		
roll	Tape, Magic, 1"	500		
roll	Tape, masking, 1", 24mm, 50 meters length	399		
roll	Tape, masking, 2", 48mm, 50 meters length	279		
roll	Tape, masking, 3", 72mm, 50 meters length	50		
roll	Tape, packaging, 2", 48mm, 50 meters length	175		
roll	Tape, packaging, 3", 72mm, 50 meters length	74		
roll	Tape, transparent, 1", 24mm, 50 meters length	1,509		

roll	Tape, transparent, 2", 48mm, 50 meters length	80		
roll	Tape, transparent, 3", 72mm, 50 meters length	10		
pack	Tissue, bathroom, 50 rolls/pack, 2 ply	3,005		
pc.	Toilet Bowl Cleaner	50		
roll	Trashbag, plastic, XL, black (10 pcs/roll)	500		
pc.	Trolley foldable, heavy duty, 60cm x 90cm)	1		
pc.	Wall Clock, round-shaped, big size, numeric	6		

(Name of Bidder)

(Signature Over Printed Name of
Authorized Representative)

(Designation)

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.

Technical Specifications

Item No.	Specification	Statement of Compliance
	<p style="text-align: center;">DPWH SPECIFICATION</p>	<p><i>SPECIFY BRAND NAME & MODEL OF THE OFFERED PRODUCTS</i></p> <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>

	LOT 1	
1	Ink Cartridge, Canon CL-811, colored	
2	Ink Cartridge, Canon PG-810, black	
3	Ink bottle for Brother DCP-T510W, BT-D60BK, black	
4	Ink bottle for Brother MFC-T800W, BT-6000, black	
5	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, cyan	
6	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, magenta	
7	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, yellow	
8	TZ Tape for Brother P900W, TZE-251, black on white standard laminated, 24mm	
9	TZ Tape for Brother P900W, TZE-261, black on white standard laminated, 36mm	
10	EPSON Genuine Ink 003 for EPSON L3100, black	
11	EPSON Genuine Ink 003 for EPSON L3100, cyan	
12	EPSON Genuine Ink 003 for EPSON L3100, magenta	
13	EPSON Genuine Ink 003 for EPSON L3100, yellow	
14	EPSON Genuine Ink 001 for EPSON L6190, black	
15	EPSON Genuine Ink 001 for EPSON L6190, cyan	
16	EPSON Genuine Ink 001 for EPSON L6190, magenta	

17	EPSON Genuine Ink 001 for EPSON L6190, yellow	
18	EPSON Genuine Ink T9481, black for EPSON WF C5790, 100ml	
19	EPSON Genuine Ink T9482, cyan for EPSON WF C5790, 100ml	
20	EPSON Genuine Ink T9483, magenta for EPSON WF C5790, 100ml	
21	EPSON Genuine Ink T9484, yellow for EPSON WF C5790, 100ml	
22	Maintenance Kit for EPSON WF C5790	
23	Ink Cartridge genuine for EPSON WF-7211, T188 black	
24	Ink Cartridge genuine for EPSON WF-7211, T188 cyan	
25	Ink Cartridge genuine for EPSON WF-7211, T188 magenta	
26	Ink Cartridge genuine for EPSON WF-7211, T188 yellow	
27	Ink genuine EPSON BK 008 for EPSON L15150	
28	Ink genuine EPSON C 008 for EPSON L15150	
29	Ink genuine EPSON M 008 for EPSON L15150	
30	Ink genuine EPSON Y 008 for EPSON L15150	
31	EPSON Workforce WF-C878R Maintenance Box C13T671400	
32	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, black	
33	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, cyan	

34	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, magenta	
35	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, yellow	
36	Cartridge HP Laserjet 26A, HP Laserjet PRO MFP M426FDN	
37	Ink Cartridge, HP 965XL high yield black original ink for HP OfficeJetPro 9020	
38	Ink Cartridge, HP 965XL high yield cyan original ink for HP OfficeJetPro 9020	
39	Ink Cartridge, HP 965XL high yield magenta original ink for HP OfficeJetPro 9020	
40	Ink Cartridge, HP 965XL high yield yellow original ink for HP OfficeJetPro 9020	
41	Ink Cartridge, HP 678, black	
42	Ink Cartridge, HP 678, tri-color	
43	Cartridge, MX61FTBA black for Sharp MX-3051	
44	Cartridge, MX61FTCA cyan for Sharp MX-3051	
45	Cartridge, MX61FTMA magenta for Sharp MX-3051	
46	Cartridge, MX61FTYA yellow for Sharp MX-3051	
47	HP 212A black original laserjet toner cartridge (W2120A)	
48	HP 212A cyan original laserjet toner cartridge (W2121A)	
49	HP 212A magenta original laserjet toner cartridge (W2123A)	

50	HP 212A yellow original laserjet toner cartridge (W2122A)	
51	HP 955XL, black for HP Officejet Pro 7740	
52	HP 955XL, cyan for HP Officejet Pro 7740	
53	HP 955XL, magenta for HP Officejet Pro 7740	
54	HP 955XL, yellow for HP Officejet Pro 7740	
55	Portable Hard Drive, 1TB	
56	Internal Hard Drive for Desktop (SSD 480g), 512GB	
57	Memory Card, 64GB	
58	Flash Drive, 16GB	
59	Flash Drive, 32GB	
60	Flash Drive, 64GB	
	LOT 2	
1	Toner Kit, TK-479	
2	Toner Kit, TK-8529C	
3	Toner Kit, TK-8529K	
4	Toner Kit, TK-8529M	
5	Toner Kit, TK-8529Y	
6	Toner Kit, TK-899C, cyan	
7	Toner Kit, TK-899K, black	
8	Toner Kit, TK-899M, magenta	
9	Toner Kit, TK-899Y, yellow	
10	Kyocera-Mita Maintenance Kit MK-896A for Kyocera Multi-Function Laser Copier FS-C8520MFP	

11	Toner Kit, TK-3104	
12	Kyocera Hinge left	
13	Kyocera Maintenance Kit MK-3104	
	LOT 3	
1	RISO CV Ink with chip sensor for RISO CV 1200	
2	RISO CV Master with chip sensor for RISO CV 1200	
3	Comcolor FT Ink black with chip sensor for RISO COMCOLOR FT1430	
4	EH-70F Staple Wire for Max EH-70F Stapler	
	LOT 4	
1	Drum Cartridge for Fuji Xerox Apeosport C3070 Part No. CT351105	
2	Toner Cartridge, black for Fuji Xerox Apeosport C3070 Part No. CT202634	
3	Toner Cartridge, cyan for Fuji Xerox Apeosport C3070 Part No. CT202635	
4	Toner Cartridge, magenta for Fuji Xerox Apeosport C3070 Part No. CT202636	
5	Toner Cartridge, yellow for Fuji Xerox Apeosport C3070 Part No. CT202637	
6	Waste Toner Container for Fuji Xerox Apeosport C3070 Part No. CWAA0901	
7	Drum Cartridge for Fujifilm Apeos C3070 Part No. CT351312	
8	Staples type XE for Fujifilm Apeos C3070 Part No. CWAA0856	
9	Toner Cartridge, black for Fujifilm Apeos C3070 Part No. CT203582	
10	Toner Cartridge, cyan for Fujifilm Apeos C3070 Part No. CT203583	

11	Toner Cartridge, magenta for Fujifilm Apeos C3070 Part No. CT203584	
12	Toner Cartridge, yellow for Fujifilm Apeos C3070 Part No. CT203585	
13	Waste Toner Container for Fujifilm Apeos C3070 Part No. CWAA0983	
14	Drum Cartridge for Fujifilm Apeos C3060 Part No. CT351088	
15	Toner Cartridge, black for Fujifilm Apeos C3060 Part No. CT202496	
16	Toner Cartridge, cyan for Fujifilm Apeos C3060 Part No. CT202497	
17	Toner Cartridge, magenta for Fujifilm Apeos C3060 Part No. CT202498	
18	Toner Cartridge, yellow for Fujifilm Apeos C3060 Part No. CT202499	
19	Waste Toner Container for Fujifilm Apeos C3060 Part No. CWAA0885	
20	Drum Cartridge for Fuji Xerox Apeosport V C5576 Part No. CT350851	
21	Toner Cartridge, black for Fuji Xerox Apeosport V C5576 Part No. CT201370	
22	Toner Cartridge, cyan for Fuji Xerox Apeosport V C5576 Part No. CT201371	
23	Toner Cartridge, magenta for Fuji Xerox Apeosport V C5576 Part No. CT201372	
24	Toner Cartridge, yellow for Fuji Xerox Apeosport V C5576 Part No. CT201373	
25	Waste Toner Container for Fuji Xerox Apeosport V C5576 Part No. CWAA0751	
26	Drum Cartridge black for Fuji Xerox Apeosport VII C3321 Part No. CT351220	

27	Drum Cartridge cyan for Fuji Xerox Apeosport VII C3321 Part No. CT351221	
28	Drum Cartridge magenta for Fuji Xerox Apeosport VII C3321 Part No. CT351222	
29	Drum Cartridge yellow for Fuji Xerox Apeosport VII C3321 Part No. CT351223	
30	Toner Cartridge, black for Fuji Xerox Apeosport VII C3321, Part No. CT203346	
31	Toner Cartridge, cyan for Fuji Xerox Apeosport VII C3321, Part No. CT203347	
32	Toner Cartridge, magenta for Fuji Xerox Apeosport VII C3321, Part No. CT203348	
33	Toner Cartridge, yellow for Fuji Xerox Apeosport VII C3321 Part No. CT203349	
34	Waste Toner Container for Fuji Xerox Apeosport VII C3321 Part No. EL500293	
35	Drum Cartridge for Fuji Xerox Apeosport VII 5021 Part No. CT351230	
36	Toner Cartridge, black for Fuji Xerox Apeosport VII 5021 Part No. CT203366	
37	Upper Roller Guide for Fujifilm Apeos C3060 Part No. EL201089	
38	Housing Assy for Fujifilm Apeos C3060 Part No. EK27209	
39	Fixing Unit for Fujifilm Apeos C3060 Part No. 126K 40290	
40	Duplex Bearing Assy for Fujifilm Apeos C3060 442R76950	
41	Entrance Shaft Kit for Fujifilm Apeos C3060 Part No. 3KR23-60012	

42	Shaft Assy Feed for Fujifilm Apeos C3060 3KR23-60011	
Provision and Conditions: 1. The Bidder/s or supplier/s must provide and attach to the bidding documents a Certificate of Authenticity and/or Manufacturer Certificate for Fuji products being offered such as: ink, toner, spare parts and the like. 2. The Bidder/s or supplier/s must attach to the bidding documents a certificate that they are capable to provide Technical Support within 2-4 hours after receiving a request for assistance from the end-user including the contact details of their technical support personnel. 3. Expiration date for Products such as ink, toner, spare parts, expirable paper/film is a minimum of one (1) year from the date of delivery and acceptance.		
	LOT 5	
1	Acetate, A4 size	
2	Acetate, legal size	
3	Automatic Numbering Machine, 12 digits	
4	Ballpen, black, 0.5mm	
5	Ballpen, blue, 0.5mm	
6	Battery, "AA", alkaline, 2pcs/packet	
7	Battery, "AA", rechargeable, 2 pcs/packet	
8	Battery, "AAA", alkaline, 2pcs/packet	
9	Battery, "AAA", rechargeable, 2pcs/packet	
10	Battery, 9V	
11	Binder Clip, 1"/25mm, assorted color	
12	Binder Clip, 1/2", assorted color	
13	Binder Clip, 1-1/2", assorted color	
14	Binder Clip, 1-1/4" 32mm, 12s/box	

15	Binder Clip, 2"/50mm, assorted color	
16	Binder Clip, 3", assorted color	
17	Binder Clip, 3/4"/19mm, assorted color	
18	Blank DVD-R 4.7GB with casing	
19	Blank DVD-RW 4.7GB without casing	
20	Blank DVD-RW, 16x speed, 4.7GB capacity, 120min with casing	
21	Calculator, desktop, compact, electronic, LCD display, 12 digits, two-way power source	
22	CD Sleeves	
23	Clipboard, long with cover, with pocket inside, blue	
24	Colored Paper, A4 size, 80gsm, blue, 500 sheets	
25	Colour Paper, A4, cyber green, 80gsm, 450 sheets	
26	Correction Pen, 7ml	
27	Correction Tape, 5mm x 8m	
28	Data File Box, 75mm x 230mm x 380mm, blue	
29	Dater Stamp, 12-digits	
30	Dishwashing Liquid, 500ml	
31	Disinfectant Spray, 400-550 grams	
32	Doormat, cotton	
33	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", black	
34	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", blue	

35	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", gray	
36	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", light blue	
37	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 3", blue	
38	Envelope with zipper	
39	Envelope, expanding, blue, with elastic tie, for legal size documents, 100 pcs./box	
40	Envelope, expanding, brown, with elastic tie, for A4 size documents, 100 pcs./box	
41	Folder, clear plastic for A4 size documents, 50 pcs./pack	
42	Folder, expanding, assorted colors, legal size, without tab	
43	Folder, pressboard, white, A4 size, 100pc/pack	
44	Folder, pressboard, white, legal size, 100pc/pack	
45	Folder, sliding, transparent, plastic, white for legal size documents	
46	Folder, sliding, transparent, plastic, white, for A3 documents	
47	Folder, sliding, transparent, plastic, white, for A4 documents	
48	Folder, tagboard, A4, 100 pc/pack	
49	Folder, tagboard, legal, 100 pc/pack	
50	Glue Stick, 36g	
51	Glue, all purpose, with applicator, 240ml	

52	ID Jacket, plastic	
53	Ink for Numbering Machine, red	
54	Ink Refill for Marking Pen, permanent, black	
55	Ink Refill for Marking Pen, permanent, blue	
56	Insecticide Spray, 600ml (420g)/can	
57	Laminating Film, A3, 100 pcs., thickness 250mm	
58	Lead, for mechanical pencil, 0.5mm	
59	Manila Paper	
60	Marker, fluorescent, 3 assorted colors per set	
61	Marker, permanent black broad	
62	Marker, permanent black bullet	
63	Marker, permanent blue broad	
64	Marker, permanent blue bullet	
65	Marker, permanent fine point, blue	
66	Marker, permanent fine point, navy blue	
67	Marker, permanent red broad	
68	Marker, whiteboard, black, bullet type, round tip	
69	Marker, whiteboard, blue, bullet type, round tip	
70	Marker, whiteboard, red, bullet type, round tip	
71	Note Pad, stick-on, (1.5"x2"), assorted color	
72	Note Pad, stick-on, (1.5x5.1cm)	

73	Note Pad, stick-on, (2" x 2"), assorted colors, 100 sheets per pad	
74	Note Pad, stick-on, (2" x 2"), blue, 100 sheets per pad	
75	Note Pad, stick-on, (2" x 2"), green, 100 sheets per pad	
76	Note Pad, stick-on, (2" x 2"), pink, 100 sheets per pad	
77	Note Pad, stick-on, (2" x 2"), yellow, 100 sheets per pad	
78	Note Pad, stick-on, (3" x 2"), pink	
79	Note Pad, stick-on, (3" x 2"), yellow	
80	Note Pad, stick-on, (3" x 3"), asstd. colors, 100 sheets per pad	
81	Note Pad, stick-on, (3" x 3"), blue, 100 sheets per pad	
82	Note Pad, stick-on, (3" x 3"), green, 100 sheets per pad	
83	Note Pad, stick-on, (3" x 3"), orange, 100 sheets per pad	
84	Note Pad, stick-on, (3" x 3"), pink, 100 sheets per pad	
85	Note Pad, stick-on, (3" x 3"), yellow, 100 sheets per pad	
86	Note Pad, stick-on, (3" x 5"), asstd. colors, 100 sheets per pad	
87	Note Pad, stick-on, (4" x 2"), assorted colors, 100 sheets per pad	
88	Notebook, spring, 50 leaves	
89	Notebook, steno 6"x9"	
90	Nylon Mono Filament #350mm	
91	Paper Clip, gem type, small, 33mm, 100s/box	

92	Paper cutter knife blade, heavy duty	
93	Paper cutter knife, heavy duty, for general purpose	
94	Paper Fastener, plastic, 8-1/2"	
95	Paper, multicopy, 80gsm, A3 size	
96	Paper, multicopy, 80gsm, A4 size	
97	Paper, multicopy, 80gsm, legal size	
98	Pencil Sharpener	
99	Pencil with eraser	
100	Photo Paper, A4, premium, glossy, 210gsm (20 pcs. per pack)	
101	Photo Paper, legal size, glossy	
102	Puncher, paper, heavy duty, with two hole guide, big	
103	Puncher, paper, heavy duty, with two hole guide and punching capacity of 150 sheets	
104	PVC Clip Board, long, red, clipboard	
105	Record Book, 300 pages, size: 214mm x 278mm min	
106	Record Book, 500 pages, size: 214mm x 278mm min	
107	Ring Binder 10mm	
108	Ring Binder 8mm	
109	Ring Binder, 12mm x 1.2m (1/2x44), blue	
110	Ring Binder, 20mm x 1.2m (3/4"x44), blue	
111	Ring Binder, 25mm x 1.2m (1"x44), blue & red	
112	Ring Binder, 25mm x 1.2m, blue	

113	Ring Binder, 38mm x 1.2m	
114	Ring Binder, 51mm x 1.2m (2"x44), blue & red	
115	Ring Binder, 8mm x 1.2mm (5/16"x44), blue	
116	Rubber band	
117	Rubbing Alcohol, ethyl, 70% solution, per gal	
118	Ruler, 12", plastic	
119	Sheet Protector, 11-hole pocket, A4	
120	Sign Pen, 0.3mm, black	
121	Sign Pen, 0.3mm, blue	
122	Sign Pen, 0.3mm, red	
123	Sign Pen, 0.5mm, black, liquid gel	
124	Sign Pen, 0.5mm, blue, liquid gel	
125	Sign Pen, 0.5mm, green	
126	Sign Pen, 0.5mm, red	
127	Sign Pen, 0.7mm, black	
128	Sign Pen, 0.7mm, blue	
129	Sign Pen, 1.0mm, black, gel ink rollerball	
130	Sign Pen, 1.0mm, blue, gel ink rollerball	
131	Sign Pen, ball needle point, liquid gel, 0.5, blue	
132	Special Paper, 8.5" x 13", 185gsm (10 sheets), soft green	
133	Specialty Paper, A4, pale cream	
134	Sponge	
135	Stamp Pad Ink, black, 50ml	

136	Stamp Pad Ink, blue, 50ml	
137	Stamp Pad Ink, green, 50ml	
138	Stamp Pad Ink, violet, 50ml	
139	Stamp Pad, felt pad, 60mm x 100mm min, blue	
140	Staple Remover with removing capacity of 210 sheets	
141	Staple Wire Remover, plier type	
142	Staple Wire, heavy duty, 23/13	
143	Staple Wire No. 1	
144	Staple Wire, No. 35, standard	
145	Stapler, heavy duty, 12L/17	
146	Stapler, standard, with built-in stapler remover at the side	
147	Sticker Paper, 8-1/4, 25 sheets per pack, matte	
148	Sticker, matte surface, A4 printable for laser printer	
149	Sticky Notes fluorescent pad, 0.5x1.75cm with "SIGN HERE"	
150	Tape dispenser for 1 inch wide tape	
151	Tape, double adhesive, 1" clear, with foam	
152	Tape, double adhesive, 1" clear, without foam	
153	Tape, double adhesive, 1/2" clear, without foam	
154	Tape, double adhesive, 2" clear, with foam	
155	Tape, double adhesive, 2" clear, without foam	

156	Tape, Magic, 1"	
157	Tape, masking, 1", 24mm, 50 meters length	
158	Tape, masking, 2", 48mm, 50 meters length	
159	Tape, masking, 3", 72mm, 50 meters length	
160	Tape, packaging, 2", 48mm, 50 meters length	
161	Tape, packaging, 3", 72mm, 50 meters length	
162	Tape, transparent, 1", 24mm, 50 meters length	
163	Tape, transparent, 2", 48mm, 50 meters length	
164	Tape, transparent, 3", 72mm, 50 meters length	
165	Tissue, bathroom, 50 rolls/pack, 2 ply	
166	Toilet Bowl Cleaner	
167	Trashbag, plastic, XL, black (10 pcs/roll)	
168	Trolley foldable, heavy duty, 60cm x 90cm)	
169	Wall Clock, round-shaped, big size, numeric	

(Name of Bidder)

(Signature Over Printed Name of
Authorized Representative)

(Designation)

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- ☐ (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

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) 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**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) 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

- ☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
and
 - ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
-

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
☐ (n) Original of duly signed and accomplished Price Schedule(s).
 (o) Bid Form B (Financial Proposal).
 (p) Recurring & Maintenance Cost (if applicable)
-

**CHECKLIST OF ELIGIBILITY AND TECHNICAL COMPONENTS FOR
THE BAC**

PROJECT:

DATE:

BIDDER:

ELIGIBILITY:

MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	VICE-CHAIRPERSON	CHAIRPERSON
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- 1 **Certification** in lieu of Class "A" Documents.

Pursuant to Section 8.5.2 of 2016 Revised IRR of RA 9184, b/c Registration Certificate (Platinum Membership). This document certifies that Class "A" Documents are complete. Presence of this document shall forego the checking of the following Section 23.1(a) of the 2016 RIRR of RA 9184:

- Registration certificate from SEC (if corporation), DTI (for sole cooperatives), or any proof of such registration;*
- Mayor's Business Permit or its equivalent;*
- Tax Clearance Certificate;*
- Audited Financial Statements.*

OR all requirements listed under Legal, Technical and Financial Documents

Class "A" Documents

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- 1 DTI Business Name registration or SEC Registration Certificate or

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- 2 Valid and current Mayor's Permit/Municipal License.

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- 3 Tax clearance per Executive Order No. 398 series of 2005, as final approved by the BIR

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- 4 Audited Financial Statements

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- 5 Statement of ongoing government and private contracts

--	--	--	--	--	--	--

- 6 Statement of Single Largest Completed Contract
25% =

- ☐ Contract or Purchase order
- ☐ Certificate of Completion
- ☐ Certificate of Acceptance or Official Receipt or Sales Invoice

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- 7 Computation of Net Financial Contracting Capacity (NFCC) **OR** a contract or Commercial Bank to extend a credit line in favor of the prospective contract (CLC)

Class "B" Documents, (if applicable)

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- 1 Valid joint Venture Agreement, in case the joint venture is already in the absence of a JVA, duly notarized statements from all the potential bidders stating that they will enter into and abide by the provisions of the BAC that the bid is successful shall be included in the bid.

TECHNICAL:

MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	VICE- CHAIRPERSON	CHAIRPERSON
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REQUIRED BID SECURITY

Form

a. Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft/ guarantee Or Irrevocable Letter of Credit, confirmed By a Universal or Commercial Bank

2% of ABC =

b. Surety Bond (Callable on Demand)

5% of ABC =

c. Bid Securing Declaration

Validity Period

120 calendar days upon

opening of bids

Form of bid Security

Company

Number

Official Receipt No.

Validity Period

Callable on Demand

Bid Security Amount

Certification from Insurance Commission ()

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1 Bid Security

--	--	--	--	--	--	--	--

2 (Technical Proposal)/Technical Specifications

--	--	--	--	--	--	--	--

3 Production/Delivery Schedule

--	--	--	--	--	--	--	--

4 Manpower Requirements, NA

--	--	--	--	--	--	--	--

5 After Sales Service/Parts, NA

--	--	--	--	--	--	--	--

6 Omnibus Sworn Statement

--	--	--	--	--	--	--	--

7 Secretary's Certificate and Board Resolution (for Corporation)

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Pass**() Fail**

CHECKLIST FOR FINANCIAL COMPONENTS FOR THE BAC

PROJECT:

DATE:

BIDDER:

Checklist of Bid Requirements

FINANCIAL ENVELOPE:

shall be

requirements in

Shall contain the following information / documents and opened only if the bidder has complied with the the Eligibility and Technical Component.

MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	VICE-CHAIRPERSON	CHAIRPERSON
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1 Bid Form which includes Bid Prices

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2 Duly Signed Bid Prices in the Bill of Quantities/Breakdown

--	--	--	--	--	--	--

3 Recurring and maintenance costs, NA

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying () Non-Complying

Section IX. Bidding Forms

Form No. 1

BID FORM

Date : _____

Contract Identification No. : 24GK00005

To: [name and address of Procuring Entity]

Having examined the Bidding Documents (BDs) issued for the **Supply & delivery of office supplies and consumables for use in the DPWH Regional Office X, 1st Quarter** including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said BDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Bidding Documents (BDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the BDs;
- c. to abide by the Bid Validity Period specified in the BDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "None")]

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

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached [state the written authority]. 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.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Form No. 2

**BILL OF QUANTITIES
WITH UNIT BID PRICES AND TOTAL BID PRICES**

Contract ID No. : 24GK00005
 Name of Contract : Supply & delivery of office supplies and consumables for use in the DPWH
 Regional Office X, 1st Quarter
 ABC : LOT 1: 10,375,385.28; LOT 2: 3,688,295.60; LOT 3: 1,110,835.00
 LOT 4: 21,408,901.00; LOT 5: 11,074,481.69
 Date of Bid Opening : **April 1, 2024**

1	2	3	4	5	6
UNIT No.	Description	Unit of Issue	Quantity	Unit Bid Price(Peso)	Total Bid Price(Peso) ³
	LOT 1				
1	Ink Cartridge, Canon CL-811, colored	pc.	100		
2	Ink Cartridge, Canon PG-810, black	pc.	100		
3	Ink bottle for Brother DCP-T510W, BT-D60BK, black	pc.	150		
4	Ink bottle for Brother MFC-T800W, BT-6000, black	pc.	10		
5	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, cyan	pc.	145		
6	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, magenta	pc.	145		
7	Ink bottle for Brother DCP-T510W & MFC-T800W, BT-5000, yellow	pc.	145		
8	TZ Tape for Brother P900W, TZE-251, black on white standard laminated, 24mm	pc.	50		
9	TZ Tape for Brother P900W, TZE-261, black on white standard laminated, 36mm	pc.	100		
10	EPSON Genuine Ink 003 for EPSON L3100, black	pc.	5		
11	EPSON Genuine Ink 003 for EPSON L3100, cyan	pc.	5		
12	EPSON Genuine Ink 003 for EPSON L3100, magenta	pc.	5		
13	EPSON Genuine Ink 003 for EPSON L3100, yellow	pc.	5		

Bidders are required to include the cost of all taxes, such as, but not limited to: value added tax (VAT), income tax, local taxes, customs duties, freight, insurance, bank charges and other fiscal levies and duties. These shall be itemized in the bid form and reflected in the detailed estimates.

14	EPSON Genuine Ink 001 for EPSON L6190, black	pc.	20		
15	EPSON Genuine Ink 001 for EPSON L6190, cyan	pc.	15		
16	EPSON Genuine Ink 001 for EPSON L6190, magenta	pc.	15		
17	EPSON Genuine Ink 001 for EPSON L6190, yellow	pc.	15		
18	EPSON Genuine Ink T9481, black for EPSON WF C5790, 100ml	pc.	60		
19	EPSON Genuine Ink T9482, cyan for EPSON WF C5790, 100ml	pc.	50		
20	EPSON Genuine Ink T9483, magenta for EPSON WF C5790, 100ml	pc.	50		
21	EPSON Genuine Ink T9484, yellow for EPSON WF C5790, 100ml	pc.	50		
22	Maintenance Kit for EPSON WF C5790	pc.	10		
23	Ink Cartridge genuine for EPSON WF-7211, T188 black	pc.	100		
24	Ink Cartridge genuine for EPSON WF-7211, T188 cyan	pc.	100		
25	Ink Cartridge genuine for EPSON WF-7211, T188 magenta	pc.	100		
26	Ink Cartridge genuine for EPSON WF-7211, T188 yellow	pc.	100		
27	Ink genuine EPSON BK 008 for EPSON L15150	pc.	75		
28	Ink genuine EPSON C 008 for EPSON L15150	pc.	35		
29	Ink genuine EPSON M 008 for EPSON L15150	pc.	35		
30	Ink genuine EPSON Y 008 for EPSON L15150	pc.	35		
31	EPSON Workforce WF-C878R Maintenance Box C13T671400	pc.	20		
32	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, black	pc.	15		
33	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, cyan	pc.	20		
34	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, magenta	pc.	20		

35	EPSON Workforce WF-C878R High Capacity Ink Pack Code: T05B, yellow	pc.	20		
36	Cartridge HP Laserjet 26A, HP Laserjet PRO MFP M426FDN	pc.	6		
37	Ink Cartridge, HP 965XL high yield black original ink for HP OfficeJetPro 9020	pc.	70		
38	Ink Cartridge, HP 965XL high yield cyan original ink for HP OfficeJetPro 9020	pc.	70		
39	Ink Cartridge, HP 965XL high yield magenta original ink for HP OfficeJetPro 9020	pc.	70		
40	Ink Cartridge, HP 965XL high yield yellow original ink for HP OfficeJetPro 9020	pc.	70		
41	Ink Cartridge, HP 678, black	pc.	20		
42	Ink Cartridge, HP 678, tri-color	pc.	10		
43	Cartridge, MX61FTBA black for Sharp MX-3051	pc.	8		
44	Cartridge, MX61FTCA cyan for Sharp MX-3051	pc.	8		
45	Cartridge, MX61FTMA magenta for Sharp MX-3051	pc.	8		
46	Cartridge, MX61FTYA yellow for Sharp MX-3051	pc.	8		
47	HP 212A black original laserjet toner cartridge (W2120A)	pc.	60		
48	HP 212A cyan original laserjet toner cartridge (W2121A)	pc.	30		
49	HP 212A magenta original laserjet toner cartridge (W2123A)	pc.	30		
50	HP 212A yellow original laserjet toner cartridge (W2122A)	pc.	30		
51	HP 955XL, black for HP Officejet Pro 7740	pc.	12		
52	HP 955XL, cyan for HP Officejet Pro 7740	pc.	9		
53	HP 955XL, magenta for HP Officejet Pro 7740	pc.	9		
54	HP 955XL, yellow for HP Officejet Pro 7740	pc.	9		
55	Portable Hard Drive, 1TB	pc.	11		
56	Internal Hard Drive for Desktop (SSD 480g), 512GB	pc.	13		
57	Memory Card, 64GB	pc.	6		
58	Flash Drive, 16GB	pc.	30		
59	Flash Drive, 32GB	pc.	25		

60	Flash Drive, 64GB	pc.	10		
TOTAL FOR LOT 1					
	LOT 2				
1	Toner Kit, TK-479	pc.	10		
2	Toner Kit, TK-8529C	pc.	25		
3	Toner Kit, TK-8529K	pc.	44		
4	Toner Kit, TK-8529M	pc.	25		
5	Toner Kit, TK-8529Y	pc.	25		
6	Toner Kit, TK-899C, cyan	pc.	10		
7	Toner Kit, TK-899K, black	pc.	20		
8	Toner Kit, TK-899M, magenta	pc.	10		
9	Toner Kit, TK-899Y, yellow	pc.	10		
10	Kyocera-Mita Maintenance Kit MK-896A for Kyocera Multi-Function Laser Copier FS-C8520MFP	pc.	1		
11	Toner Kit, TK-3104	pc.	30		
12	Kyocera Hinge left	pc.	1		
13	Kyocera Maintenance Kit MK-3104	set	1		
TOTAL FOR LOT 2					
	LOT 3				
1	RISO CV Ink with chip sensor for RISO CV 1200	pc.	30		
2	RISO CV Master with chip sensor for RISO CV 1200	pc.	60		
3	Comcolor FT Ink black with chip sensor for RISO COMCOLOR FT1430	pc.	50		
4	EH-70F Staple Wire for Max EH-70F Stapler	pc.	60		
TOTAL FOR LOT 3					
	LOT 4				
1	Drum Cartridge for Fuji Xerox Apeosport C3070 Part No. CT351105	pc.	24		
2	Toner Cartridge, black for Fuji Xerox Apeosport C3070 Part No. CT202634	pc.	23		
3	Toner Cartridge, cyan for Fuji Xerox Apeosport C3070 Part No. CT202635	pc.	23		
4	Toner Cartridge, magenta for Fuji Xerox Apeosport C3070 Part No. CT202636	pc.	23		
5	Toner Cartridge, yellow for Fuji Xerox Apeosport C3070 Part No. CT202637	pc.	23		

6	Waste Toner Container for Fuji Xerox Apeosport C3070 Part No. CWAA0901	pc.	28		
7	Drum Cartridge for Fujifilm Apeos C3070 Part No. CT351312	pc.	50		
8	Staples type XE for Fujifilm Apeos C3070 Part No. CWAA0856	pc.	20		
9	Toner Cartridge, black for Fujifilm Apeos C3070 Part No. CT203582	pc.	55		
10	Toner Cartridge, cyan for Fujifilm Apeos C3070 Part No. CT203583	pc.	35		
11	Toner Cartridge, magenta for Fujifilm Apeos C3070 Part No. CT203584	pc.	35		
12	Toner Cartridge, yellow for Fujifilm Apeos C3070 Part No. CT203585	pc.	35		
13	Waste Toner Container for Fujifilm Apeos C3070 Part No. CWAA0983	pc.	50		
14	Drum Cartridge for Fujifilm Apeos C3060 Part No. CT351088	pc.	32		
15	Toner Cartridge, black for Fujifilm Apeos C3060 Part No. CT202496	pc.	80		
16	Toner Cartridge, cyan for Fujifilm Apeos C3060 Part No. CT202497	pc.	80		
17	Toner Cartridge, magenta for Fujifilm Apeos C3060 Part No. CT202498	pc.	80		
18	Toner Cartridge, yellow for Fujifilm Apeos C3060 Part No. CT202499	pc.	80		
19	Waste Toner Container for Fujifilm Apeos C3060 Part No. CWAA0885	pc.	10		
20	Drum Cartridge for Fuji Xerox Apeosport V C5576 Part No. CT350851	pc.	4		
21	Toner Cartridge, black for Fuji Xerox Apeosport V C5576 Part No. CT201370	pc.	24		

22	Toner Cartridge, cyan for Fuji Xerox Apeosport V C5576 Part No. CT201371	pc.	12		
23	Toner Cartridge, magenta for Fuji Xerox Apeosport V C5576 Part No. CT201372	pc.	12		
24	Toner Cartridge, yellow for Fuji Xerox Apeosport V C5576 Part No. CT201373	pc.	12		
25	Waste Toner Container for Fuji Xerox Apeosport V C5576 Part No. CWAA0751	pc.	8		
26	Drum Cartridge black for Fuji Xerox Apeosport VII C3321 Part No. CT351220	pc.	10		
27	Drum Cartridge cyan for Fuji Xerox Apeosport VII C3321 Part No. CT351221	pc.	10		
28	Drum Cartridge magenta for Fuji Xerox Apeosport VII C3321 Part No. CT351222	pc.	10		
29	Drum Cartridge yellow for Fuji Xerox Apeosport VII C3321 Part No. CT351223	pc.	10		
30	Toner Cartridge, black for Fuji Xerox Apeosport VII C3321, Part No. CT203346	pc.	20		
31	Toner Cartridge, cyan for Fuji Xerox Apeosport VII C3321, Part No. CT203347	pc.	15		
32	Toner Cartridge, magenta for Fuji Xerox Apeosport VII C3321, Part No. CT203348	pc.	15		
33	Toner Cartridge, yellow for Fuji Xerox Apeosport VII C3321 Part No. CT203349	pc.	15		
34	Waste Toner Container for Fuji Xerox Apeosport VII C3321 Part No. EL500293	pc.	10		
35	Drum Cartridge for Fuji Xerox Apeosport VII 5021 Part No. CT351230	pc.	5		
36	Toner Cartridge, black for Fuji Xerox Apeosport VII 5021 Part No. CT203366	pc.	5		
37	Upper Roller Guide for Fujifilm Apeos C3060 Part No. EL201089	pc.	2		
38	Housing Assy for Fujifilm Apeos C3060 Part No. EK27209	pc.	2		

39	Fixing Unit for Fujifilm Apeos C3060 Part No. 126K 40290	pc.	2		
40	Duplex Bearing Assy for Fujifilm Apeos C3060 442R76950	pc.	4		
41	Entrance Shaft Kit for Fujifilm Apeos C3060 Part No. 3KR23-60012	pc.	2		
42	Shaft Assy Feed for Fujifilm Apeos C3060 3KR23-60011	pc.	8		
TOTAL FOR LOT 4					
	LOT 5				
1	Acetate, A4 size	pack	20		
2	Acetate, legal size	pack	20		
3	Automatic Numbering Machine, 12 digits	pc.	2		
4	Ballpen, black, 0.5mm	pc.	2,968		
5	Ballpen, blue, 0.5mm	pc.	1,818		
6	Battery, "AA", alkaline, 2pcs/package	packet	140		
7	Battery, "AA", rechargeable, 2 pcs/package	packet	20		
8	Battery, "AAA", alkaline, 2pcs/package	packet	128		
9	Battery, "AAA", rechargeable, 2pcs/package	packet	2		
10	Battery, 9V	pc.	12		
11	Binder Clip, 1"/25mm, assorted color	box	1,214		
12	Binder Clip, 1/2", assorted color	box	55		
13	Binder Clip, 1-1/2", assorted color	box	90		
14	Binder Clip, 1-1/4" 32mm, 12s/box	box	30		
15	Binder Clip, 2"/50mm, assorted color	box	914		
16	Binder Clip, 3", assorted color	box	20		
17	Binder Clip, 3/4"/19mm, assorted color	box	530		
18	Blank DVD-R 4.7GB with casing	pc.	1,050		
19	Blank DVD-RW 4.7GB without casing	pc.	2,000		
20	Blank DVD-RW, 16x speed, 4.7GB capacity, 120min with casing	pc.	24		
21	Calculator, desktop, compact, electronic, LCD display, 12 digits, two-way power source	pc.	5		
22	CD Sleeves	pc.	3,000		

23	Clipboard, long with cover, with pocket inside, blue	pc.	24		
24	Colored Paper, A4 size, 80gsm, blue, 500 sheets	ream	500		
25	Colour Paper, A4, cyber green, 80gsm, 450 sheets	ream	5		
26	Correction Pen, 7ml	pc.	50		
27	Correction Tape, 5mm x 8m	pc.	1,891		
28	Data File Box, 75mm x 230mm x 380mm, blue	pc.	140		
29	Dater Stamp, 12-digits	pc.	1		
30	Dishwashing Liquid, 500ml	bot.	510		
31	Disinfectant Spray, 400-550 grams	can	100		
32	Doormat, cotton	pc.	60		
33	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", black	roll	20		
34	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", blue	roll	120		
35	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", gray	roll	74		
36	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 2", light blue	roll	500		
37	Duct Tape, crim-backed pressure-sensitive tape, often coated with polyethylene, 3", blue	roll	100		
38	Envelope with zipper	pc.	150		
39	Envelope, expanding, blue, with elastic tie, for legal size documents, 100 pcs./box	box	10		
40	Envelope, expanding, brown, with elastic tie, for A4 size documents, 100 pcs./box	box	10		
41	Folder, clear plastic for A4 size documents, 50 pcs./pack	pack	1		
42	Folder, expanding, assorted colors, legal size, without tab	pc.	50		
43	Folder, pressboard, white, A4 size, 100pc/pack	pack	10		
44	Folder, pressboard, white, legal size, 100pc/pack	pack	19		

45	Folder, sliding, transparent, plastic, white for legal size documents	pc.	600		
46	Folder, sliding, transparent, plastic, white, for A3 documents	pc.	100		
47	Folder, sliding, transparent, plastic, white, for A4 documents	pc.	500		
48	Folder, tagboard, A4, 100 pc/pack	pack	5		
49	Folder, tagboard, legal, 100 pc/pack	pack	66		
50	Glue Stick, 36g	pc.	16		
51	Glue, all purpose, with applicator, 240ml	pc.	94		
52	ID Jacket, plastic	pc.	500		
53	Ink for Numbering Machine, red	bot.	5		
54	Ink Refill for Marking Pen, permanent, black	bot.	20		
55	Ink Refill for Marking Pen, permanent, blue	bot.	20		
56	Insecticide Spray, 600ml (420g)/can	can	5		
57	Laminating Film, A3, 100 pcs., thickness 250mm	pack	2		
58	Lead, for mechanical pencil, 0.5mm	tube	5		
59	Manila Paper	pc.	1,000		
60	Marker, fluorescent, 3 assorted colors per set	set	159		
61	Marker, permanent black broad	pc.	209		
62	Marker, permanent black bullet	pc.	532		
63	Marker, permanent blue broad	pc.	209		
64	Marker, permanent blue bullet	pc.	504		
65	Marker, permanent fine point, blue	pc.	1,100		
66	Marker, permanent fine point, navy blue	pc.	1,100		
67	Marker, permanent red broad	pc.	166		
68	Marker, whiteboard, black, bullet type, round tip	pc.	64		
69	Marker, whiteboard, blue, bullet type, round tip	pc.	60		
70	Marker, whiteboard, red, bullet type, round tip	pc.	30		
71	Note Pad, stick-on, (1.5"x2"), assorted color	pad	70		

72	Note Pad, stick-on, (1.5x5.1cm)	pad	40		
73	Note Pad, stick-on, (2" x 2"), assorted colors, 100 sheets per pad	pad	200		
74	Note Pad, stick-on, (2" x 2"), blue, 100 sheets per pad	pad	200		
75	Note Pad, stick-on, (2" x 2"), green, 100 sheets per pad	pad	200		
76	Note Pad, stick-on, (2" x 2"), pink, 100 sheets per pad	pad	200		
77	Note Pad, stick-on, (2" x 2"), yellow, 100 sheets per pad	pad	200		
78	Note Pad, stick-on, (3" x 2"), pink	pad	305		
79	Note Pad, stick-on, (3" x 2"), yellow	pad	305		
80	Note Pad, stick-on, (3" x 3"), asstd. colors, 100 sheets per pad	pad	396		
81	Note Pad, stick-on, (3" x 3"), blue, 100 sheets per pad	pad	260		
82	Note Pad, stick-on, (3" x 3"), green, 100 sheets per pad	pad	240		
83	Note Pad, stick-on, (3" x 3"), orange, 100 sheets per pad	pad	40		
84	Note Pad, stick-on, (3" x 3"), pink, 100 sheets per pad	pad	200		
85	Note Pad, stick-on, (3" x 3"), yellow, 100 sheets per pad	pad	290		
86	Note Pad, stick-on, (3" x 5"), asstd. colors, 100 sheets per pad	pad	50		
87	Note Pad, stick-on, (4" x 2"), assorted colors, 100 sheets per pad	pad	50		
88	Notebook, spring, 50 leaves	pc.	180		
89	Notebook, steno 6"x9"	pc.	1,024		
90	Nylon Mono Filament #350mm	kl.	20		
91	Paper Clip, gem type, small, 33mm, 100s/box	box	359		
92	Paper cutter knife blade, heavy duty	pack	220		
93	Paper cutter knife, heavy duty, for general purpose	pc.	159		
94	Paper Fastener, plastic, 8-1/2"	box	45		
95	Paper, multicopy, 80gsm, A3 size	ream	215		
96	Paper, multicopy, 80gsm, A4 size	ream	7,345		

97	Paper, multicopy, 80gsm, legal size	ream	1,110		
98	Pencil Sharpener	pc.	5		
99	Pencil with eraser	pc.	704		
100	Photo Paper, A4, premium, glossy, 210gsm (20 pcs. per pack)	pack	10		
101	Photo Paper, legal size, glossy	pack	82		
102	Puncher, paper, heavy duty, with two hole guide, big	pc.	55		
103	Puncher, paper, heavy duty, with two hole guide and punching capacity of 150 sheets	pc.	15		
104	PVC Clip Board, long, red, clipboard	pc.	12		
105	Record Book, 300 pages, size: 214mm x 278mm min	book	459		
106	Record Book, 500 pages, size: 214mm x 278mm min	book	369		
107	Ring Binder 10mm	pc.	10		
108	Ring Binder 8mm	pc.	10		
109	Ring Binder, 12mm x 1.2m (1/2"x44), blue	pc.	80		
110	Ring Binder, 20mm x 1.2m (3/4"x44), blue	pc.	80		
111	Ring Binder, 25mm x 1.2m (1"x44), blue & red	pc.	20		
112	Ring Binder, 25mm x 1.2m, blue	pc.	10		
113	Ring Binder, 38mm x 1.2m	pc.	35		
114	Ring Binder, 51mm x 1.2m (2"x44), blue & red	pc.	35		
115	Ring Binder, 8mm x 1.2mm (5/16"x44), blue	pc.	10		
116	Rubber band	box	61		
117	Rubbing Alcohol, ethyl, 70% solution, per gal	gal.	150		
118	Ruler, 12", plastic	pc.	37		
119	Sheet Protector, 11-hole pocket, A4	pack	2		
120	Sign Pen, 0.3mm, black	pc.	960		
121	Sign Pen, 0.3mm, blue	pc.	1,960		
122	Sign Pen, 0.3mm, red	pc.	600		
123	Sign Pen, 0.5mm, black, liquid gel	pc.	1,350		
124	Sign Pen, 0.5mm, blue, liquid gel	pc.	2,275		
125	Sign Pen, 0.5mm, green	pc.	480		
126	Sign Pen, 0.5mm, red	pc.	650		

127	Sign Pen, 0.7mm, black	pc.	560		
128	Sign Pen, 0.7mm, blue	pc.	620		
129	Sign Pen, 1.0mm, black, gel ink rollerball	pc.	700		
130	Sign Pen, 1.0mm, blue, gel ink rollerball	pc.	2,100		
131	Sign Pen, ball needle point, liquid gel, 0.5, blue	pc.	300		
132	Special Paper, 8.5" x 13", 185gsm (10 sheets), soft green	pack	30		
133	Specialty Paper, A4, pale cream	pack	500		
134	Sponge	pc.	500		
135	Stamp Pad Ink, black, 50ml	bot.	45		
136	Stamp Pad Ink, blue, 50ml	bot.	35		
137	Stamp Pad Ink, green, 50ml	bot.	20		
138	Stamp Pad Ink, violet, 50ml	bot.	39		
139	Stamp Pad, felt pad, 60mm x 100mm min, blue	pc.	50		
140	Staple Remover with removing capacity of 210 sheets	pc.	2		
141	Staple Wire Remover, plier type	pc.	125		
142	Staple Wire, heavy duty, 23/13	box	20		
143	Staple Wire No. 1	box	4		
144	Staple Wire, No. 35, standard	box	824		
145	Stapler, heavy duty, 12L/17	pc.	1		
146	Stapler, standard, with built-in stapler remover at the side	pc.	175		
147	Sticker Paper, 8-1/4, 25 sheets per pack, matte	pack	530		
148	Sticker, matte surface, A4 printable for laser printer	pack	100		
149	Sticky Notes flourescent pad, 0.5x1.75cm with "SIGN HERE"	pad	850		
150	Tape dispenser for 1 inch wide tape	pc.	5		
151	Tape, double adhesive, 1" clear, with foam	roll	15		
152	Tape, double adhesive, 1" clear, without foam	roll	79		
153	Tape, double adhesive, 1/2" clear, without foam	roll	50		
154	Tape, double adhesive, 2" clear, with foam	roll	50		
155	Tape, double adhesive, 2" clear, without foam	roll	50		
156	Tape, Magic, 1"	roll	500		
157	Tape, masking, 1", 24mm, 50 meters length	roll	399		

158	Tape, masking, 2", 48mm, 50 meters length	roll	279		
159	Tape, masking, 3", 72mm, 50 meters length	roll	50		
160	Tape, packaging, 2", 48mm, 50 meters length	roll	175		
161	Tape, packaging, 3", 72mm, 50 meters length	roll	74		
162	Tape, transparent, 1", 24mm, 50 meters length	roll	1,509		
163	Tape, transparent, 2", 48mm, 50 meters length	roll	80		
164	Tape, transparent, 3", 72mm, 50 meters length	roll	10		
165	Tissue, bathroom, 50 rolls/pack, 2 ply	pack	3,005		
166	Toilet Bowl Cleaner	pc.	50		
167	Trashbag, plastic, XL, black (10 pcs/roll)	roll	500		
168	Trolley foldable, heavy duty, 60cm x 90cm)	pc.	1		
169	Wall Clock, round-shaped, big size, numeric	pc.	6		
TOTAL FOR LOT 5					

LOT 1

(In Words)	(In Figures)
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LOT 2

(In Words)	(In Figures)
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LOT 3

(In Words)	(In Figures)
------------	--------------

LOT 4

(In Words)	(In Figures)
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LOT 5

(In Words)	(In Figures)
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Price Validity:

Name and Signature of Bidder: _____

Address: _____

Telephone No. _____

Name of Representative: _____

Signature of Representative: _____

For Goods Offered from Abroad

Name of Bidder _____ Contract ID No. _____ Page ____ of _____

[illegible]

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Form No. 4**For Goods Offered from Within the Philippines**

Name of Bidder _____ Contract ID Number _____ Page ____ of ____

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Department of Public Works and Highways

Form No. 5

**Statement of All Ongoing Government & Private Contracts including
contracts awarded but not yet started**

Business Name:

Business Address:

Name of Contract /Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Type of Product to be Delivered	No. of Units	Descripti on	a. Amount at Award b. Amount at Completion c. Duration	Delivered Units		Value of Outstanding Works/ Undelivered Portion
						Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Submitted by : _____
(Printed Name and Signature)

Legal Capacity : _____
Date : _____

Department of Public Works and Highways

Form No. 6

Statement of Single Largest Completed Contract (SLCC) which are Similar in Nature

Business Name:

Business Address:

Name of Contract /Project Cost	a. Agency's Name b. Address c. Telephone Nos.	Type of Product to be Delivered	No. of Units	Description	a. Amount at Award b. Amount as Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
<u>Government</u>						
<u>Private</u>						

Note:

- A. This statement shall be supported with end-user's acceptance or Official Receipt/s or Sales Invoice issued for the contract
- B. This bidders shall fill-up and submit this form for every item to be bid

Submitted by : _____
(Printed Name and Signature)

Legal Capacity : _____
Date : _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset – current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

NFCC = P _____

Submitted by:

Name of Supplier / Distributor / Manufacturer
Signature of Authorized Representative

Legal Capacity:

Date : _____

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

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

Bid Securing Declaration Form

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

BID SECURING DECLARATION
Project Identification No.: [Insert number]

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 procurement 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 No. 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER or its
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. Bidding Documents (BDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents 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;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the BDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.
 4. The [Name of the procuring entity] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
-

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.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Procuring Entity]

Acknowledgment

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. [Select one, delete the other:]

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

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

2. [Select one, delete the other:]

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

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

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

Performance Securing Declaration

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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 OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

[Jurat

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

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

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

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

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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address][date

