

# **BIDDING DOCUMENTS**

For

***24GM0016 - SUPPLY AND DELIVERY  
OF OFFICE SUPPLIES FOR USE OF  
FINANCE DIVISION AND  
ADMINISTRATIVE DIVISION, DPWH  
REGIONAL OFFICE XII,  
KORONADAL CITY***

**October 23, 2024**

## ***Section I. Invitation to Bid***

## **Department of Public Works and Highways**

### **INVITATION TO BID FOR 24GM0016 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF FINANCE DIVISION AND ADMINISTRATIVE DIVISION, DPWH REGIONAL OFFICE XII, KORONADAL CITY**

1. The *Department of Public Works and Highways Regional Office XII, Koronadal City*, through the *GAA 2024* intends to apply the sum of *Two Million Three Hundred Twenty-Nine Thousand Seven Hundred Forty-One Pesos 69/100 Only (Php2,329,741.69)* being the ABC to payments under the contract for **24GM0016 - SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF FINANCE DIVISION AND ADMINISTRATIVE DIVISION, DPWH REGIONAL OFFICE XII, KORONADAL CITY**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Public Works and Highways Regional Office XII, Koronadal City* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar days*. 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.

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 Regional Office XII, Koronadal City** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 1, 2024 to October 23, 2024** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only*

(*Php5,000.00*). The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.

6. The ***Department of Public Works and Highways Regional Office XII, Koronadal City*** will hold a Pre-Bid Conference on ***October 10, 2024 @9:00 AM*** at ***Department of Public Works and Highways Regional Office XII, Conference Room, Corner Alunan Avenue, Mabini St. Koronadal City*** and/or through video conferencing or webcasting *via zoom and fb live streaming* 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 ***October 23, 2024 @ 10:00 AM***. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***October 23, 2024 @ 10:00 AM*** at the given address below and/or via *Zoom or Facebook live streaming*. 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 Regional Office XII, Koronadal City*** 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:  
  
**SHIRLINE G. AVILA**  
*Head, Procurement Unit*  
*DPWH-Regional Office No. XII*  
*Mabini St. Corner Alunan Ave., Koronadal City*  
*Tel No. (083) 228-3908*  
*Email add. Dpwh12.procurement@gmail.com*
12. You may visit the following websites:

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

*Posting at PhilGEPS and DPWH Website: October 1, 2024 to October 23, 2024*  
*DPWH Bulletin Board: DPWH Regional Office XII, Koronadal City*

(sgd.) ZARKHAN P. MANSUNGAYAN  
Chief, Administrative Division  
BAC Chairperson

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *Department of Public Works and Highways Regional Office XII, Koronadal City*, wishes to receive Bids for SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF FINANCE DIVISION AND ADMINISTRATIVE DIVISION, DPWH REGIONAL OFFICE XII, KORONADAL CITY with identification number **24GM0016**.

The Procurement Project (referred to herein as “Project”) is composed of 1 lot the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GAA 2024** in the amount of **Two Million Three Hundred Twenty-Nine Thousand Seven Hundred Forty-One Pesos 69/100 Only (Php2,329,741.69)**.

2.2. The source of funding is:

- a. 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.
- 5.2. 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.
- 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.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address ***Department of Public Works and Highways Regional Office XII, Conference Room, Corner Alunan Avenue, Mabini St. Koronadal 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 e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradable 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 Declaration<sup>1</sup> 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 **120 days upon deadline of submission** 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**

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

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

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

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

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;"><b><i>24GM0016 SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF FINANCE DIVISION AND ADMINISTRATIVE DIVISION, DPWH REGIONAL OFFICE XII, KORONADAL CITY</i></b></p> <p>a. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
12	<p>The price of the Goods shall be quoted <i>DDPDPWH Regional Office XII, Koronadal City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</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>, 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> if bid security is in Surety Bond.</p>
14.2	<p>Bids and Bid Security shall be valid until 120 days upon opening of bids</p>
15	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Bidders (if a sole proprietorship) shall submit their bids through the owner of the firm by showing a copy of duly notarized proof of ownership or if by their duly authorized representative, a proof of duly notarized authorization must be presented, if a partnership, corporation, cooperative, or joint venture a proof of authorization must be presented (e.g., duly notarized Secretary's Certificate and Board Resolution issued by the corporation or the members of the joint venture), using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the ITB Clauses 16 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 11.1 and the second shall contain the financial component of the bid.</p>
16.1	<p>The address for submission of bids is Department of Public Works and Highways Region XII, Koronadal City</p> <p>The deadline for submission of bids is <b><i>October 23, 2024 @ 10:00AM</i></b></p>
17.1	<p>The place of bid opening is <b><i>Department of Public Works and Highways Region XII, Conference Room, Corner Alunan Avenue, Mabini St. Koronadal City.</i></b></p>

	The date and time of bid opening is <b><i>October 23, 2024 at 10:00 AM</i></b>
19.1	Grouping and Evaluation – Partial bid is not allowed. The goods and services are grouped in a single lot and the lot shall not be divided into sub-lots for the purposed of bidding, evaluation and contract award. AWARD IS ON A LUMP SUM BASIS.

## ***Section IV. General Conditions of Contract***

## **1. Scope of Contract**

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

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

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

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p>The Procuring Entity is <b><i>Department of Public Works and Highways Regional Office XII, Koronadal City</i></b></p> <p>The Funding Source is the Government of the Philippines (GOP) through GAA 2024 in the amount of <b>2,329,741.69</b></p> <p><b><i>The Project Site:</i></b></p> <p><b><i>Department of Public Works and Highways Regional Office XII, Koronadal City</i></b></p> <p>The Project sites are defined in Section VI. Schedule of Requirements  The procuring Entity's address for Notice is:  Department of Public Works and Highways Regional Office XII  Attention: <b>ZARKHAN P. MANSUNGAYAN</b>  <b>Chief, Administrative Division</b>  <b>BAC Chairperson</b></p> <p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p>
	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <i>[indicate name(s)]</i>.</p>

	<p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <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><b>Spare Parts –</b></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> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul>

	<p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></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	Payment using LC is not allowed.
4	The inspections and tests that will be conducted are: Regular inspection during delivery of goods.
5.1	The following are the warranty period: The Supplier shall provide a complete warranty on parts and onsite labor for three (3) years from the date of the Overall Operational Acceptance, including maintenance of the above equipment and all associated component. All warranty parts shall be of equal or better quality and the same brand as originally provided. The supplier shall guarantee that the equipment and all its components and accessories are functioning as intended and free from defects within the duration of the warrant period. The Supplier shall make available its technical expertise within the warranty period at no cost to the DPWH. Technical support shall be basic that include unlimited toll free telephone (within the Philippines), email contact, 8 hours per day (from 8:00 am to 5:00 pm) for problem resolution and maintenance of the above equipment

	and all associated components. Support shall have a response time of next business day. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to five percent (5%) 19 of every progress payment, or a special bank guarantee equivalent to five percent (5%) of the total Contract Price. The period of correction of defects in the warranty period is ten (10) working days.
6	No additional provision. or, if the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity

## ***Section VI. Schedule of Requirements***

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

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	<b>PR-2024-06-127 (Admin Div.)</b>			
1.	Charger for Rechargeable Battery, AA			
2.	External hard drive (1tb) 2.5 HDD USB 3.0 shock proof			
3.	External hard drive, 1TB			
4.	Flash drive USB, 1TB			
5.	HITI card printer ribbon pack YMCKO 400 print CS-2 series			
6.	Portable flash drive, USB 16GB			
7.	Portable flash drive, USB 32GB			
8.	Portable flash drive, USB 64GB			
9.	Scientific calculator			
10.	Arch file binder long (knock led down side clip, side opening) with DPWH Logo			
11.	Ball pen – 0.5mm (Black), 12pcs per box			
12.	Ball pen – 0.5mm (Blue), 12pcs per box			
13.	Ball pen – 0.7mm (Black), 50pcs per box			
14.	Ball pen – 0.7mm (Red & Green), 50pcs per box			
15.	Ball pen (12 pcs/box, fine pen) ordinary black			
16.	Ball pen (12 pcs/box, fine pen) ordinary blue			
17.	Ball pen, fine point, 0.5mm with rubber grip, black			
18.	Ball pen, fine point, 0.5mm with rubber grip, blue			
19.	Ball pen, fine point, 0.5mm with rubber grip, red			
20.	Battery double AA – 4pcs/pack			
21.	Battery double AAA – 4pcs/pack			
22.	Battery, AA rechargeable, 3pcs per set			
23.	Binder clip -1 ½ inches			
24.	Binder clip -2 inches			
25.	Binder clip -3 inches			

26.	Binder clip, black, 19mm			
27.	Binder clip, black, 25mm			
28.	Blue bond paper short 500sheets 24subs (thick)			
29.	Calculator, standard, heavy duty, solar cell			
30.	Card, leave, A4			
31.	Certificate holder, A4			
32.	Clear sheet protector, heavy duty, A4			
33.	Clear sheet protector, heavy duty, Long			
34.	Clear book, refill, A4			
35.	Clear book, refill, Long			
36.	Computer brush – Medium			
37.	Correction pen			
38.	Correction pen			
39.	Correction tape, 5mm width, 6m length min. disposable			
40.	Envelope, Expanding with garter, Legal Brown			
41.	Filing tabs (24pcs-2inX1.5in) (50.8mmX38.1mm)			
42.	Folder, expandable, Long (Blue) 100's			
43.	Folder, expandable, Long (Green) 100's			
44.	Folder, expandable, Long (Orange) 100's			
45.	Folder, expandable, Long (Red) 100's			
46.	Folder, expandable, Long (Yellow) 100's			
47.	Folder, green, Long			
48.	Glue, 130g			
49.	Highlighter/Textliner (assorted color)			
50.	Highlighter/Textliner (Blue)			
51.	Highlighter/Textliner (Green)			
52.	Highlighter/Textliner (Orange)			
53.	Highlighter/Textliner (Yellow)			
54.	Index tabs (A-Z)			
55.	Ink refill, marker, permanent ink, black			
56.	Ink refill, marker, permanent ink, blue			
57.	Line paper, 90gsm, pale cream, A4			
58.	Marker, permanent (Broad), Black			
59.	Marker, permanent (Broad), Black			
60.	Marker, permanent (Broad), Blue			

61.	Marker, permanent (Broad), Blue			
62.	Marker, permanent (Fine), Black			
63.	Marker, permanent (Fine), Blue			
64.	Name stamp (2pcs each) – "OBSOLETE/RETURNED/CANCELLED/ RECEIVED/INSPECTED/CERTIFIED THRU COPY/DATE/RENEWED"			
65.	Paper clip, vinyl coated – Jumbo (No. 50), 100s/box			
66.	Paper clip, vinyl coated – small size (No. 33)			
67.	Paper cutter A3/ A4/ B4 size (wood base)			
68.	Paper fastener, vinyl coated, 70mm, standard size			
69.	Paper fastener, vinyl coated, Long size			
70.	Pencil sharpener			
71.	Pencil sharpener (stainless steel with metal body)			
72.	Pencil, No. 2, lead w/ eraser, one (1) dozen per box, no. 2			
73.	Post-it-notepad-15mm x 50mm Yellow			
74.	Post-it-notepad-75mm x 125mm Yellow			
75.	Post-it-notepad-75mm x 75mm Yellow			
76.	Puncher, heavy duty, big			
77.	Push pin, flat head type assorted			
78.	Record book – 500pages, Smyth sewn, 214mm x 278mm min.			
79.	Rubber band, big, thick, 350grams per box			
80.	Rubber band, Large			
81.	Rubber stamp (CERTIFIED PHOTOCOPY)			
82.	Ruler, 498 x 650			
83.	Scissor, Heavy duty			
84.	Scissors			
85.	Sign pen – 0.5mm (Black)			
86.	Sign pen – 0.5mm (Black refill)			
87.	Sign pen – 0.5mm (Blue)			
88.	Sign pen – 0.5mm (Blue refill)			
89.	Sign pen – 0.4mm (Black) .75			
90.	Sign pen – 0.4mm (Black refill) .75			
91.	Sign pen – 0.4mm (Blue) .75			
92.	Sign pen – 0.4mm (Blue refill) .75			
93.	Sign pen – 0.4mm G-tech (Black)			

94.	Sign pen – 0.4mm G-tech (Black refill)			
95.	Sign pen – 0.4mm G-tech (Blue)			
96.	Sign pen – 0.4mm G-tech (Blue refill)			
97.	Sign pen, black with grip and retractable, 0.7mm			
98.	Sign pen, black, liquid/gel ink, 0.55mm needle tip			
99.	Sign pen, blue with grip and retractable, 0.7mm			
100.	Sign pen, blue, liquid/gel ink, 0.55mm needle tip			
101.	Stamp, self-inking date stamp, 4mm, 12yrs heavy duty			
102.	Stamp pad			
103.	Stamp pad			
104.	Stamp pad ink (Green)			
105.	Stamp pad ink, black			
106.	Stamp pad ink, blue			
107.	Stamp pad ink, gal			
108.	Stamp pad ink, purple			
109.	Stamp pad, felt pad, violet & blue 60mm x 100mm			
110.	Staple wire, max staple wire #35			
111.	Staple wire, standard #35			
112.	Stapler with built-in remover, standard No. 35, heavy duty			
113.	Stick glue (Big)			
114.	Sticker paper (Glossy), white long (10pcs/pack)			
115.	Sticker paper, orange long (10pcs/pack)			
116.	Sticker paper, yellow long (10pcs/pack)			
117.	Sticky notes ("Sign here")			
118.	Sticky notes (4x4)			
119.	Tape dispenser, 2inch thick			
120.	Tape dispenser, heavy duty, 1inch			
121.	Tape dispenser, big			
122.	Tape, double adhesive tape (1inch), color white			
123.	Tape, double sided – 3 inches thick			
124.	Tape, double sided, with foam – 3 inches thick			
125.	Tape, duct tape – 3 inches thick (Black)			
126.	Tape, duct tape – 3 inches thick (Gray)			
127.	Tape, duct tape – 3 inches thick (White)			

128.	Tape, masking, 1inch			
129.	Tape, masking, 24mm, 50meters			
130.	Tape, masking, 48mm, 50meters			
131.	Tape, packing – 3inches thick			
132.	Tape, packing, Brown			
133.	Tape, transparent – 1inch thick			
134.	Tape, transparent – 2inch thick			
135.	Tape, transparent – 3inch thick			
136.	Printy 4912 typo DO IT YOURSELF STAMP (AIZAH S. MONTAÑER, Administrative Officer II, Administrative Division)			
137.	Printy 4912 typo DO IT YOURSELF STAMP (PANGARUNGAN MIKKO P. PACASUM, OIC-Chief, Human Resource Management Section, Administrative Division)			
138.	Printy 4912 typo DO IT YOURSELF STAMP (SANIPIA G. MACALA, Administrative Officer IV, Administrative Division)			
139.	Printy 4912 typo DO IT YOURSELF STAMP (ZUBAIKA S. TAGORA, Administrative Officer IV, Administrative Division)			
140.	Printy 4912 typo DO IT YOURSELF STAMP (HELEN E. TABORA, Supervising Administrative Officer, Administrative Division)			
141.	Printy 4912 typo DO IT YOURSELF STAMP (ZARKHAN P. MANSUNGAYAN, Chief, Administrative Division,			
142.	Printy 4912 typo DO IT YOURSELF (HRMS FILE COPY)			
143.	Printy 4912 typo DO IT YOURSELF (RECEIVED)			
144.	Printy 4912 typo DO IT YOURSELF for Certification			
145.	Printy 4912 typo DO IT YOURSELF for dater			
146.	White bond paper – A4 210mm x 297 (70gsm)			
147.	White bond paper – A4 210mm x 297 (70gsm)			
148.	White bond paper – Long 216mm x 330 (70gsm)			
149.	White bond paper – Long 216mm x 330 (70gsm)			
	<b>IT ACCESSORIES</b>			

150.	Portable OTG flash drive C, USB – 32gb			
	<b>JANITORIAL SUPPLIES</b>			
151.	First aid kit (with complete set of first aid supplies)			
152.	Garden rake with wooden handle			
153.	Mop, tornado mop (360)			
154.	Air freshener spray, 320ml			
155.	Air freshener spray, 320ml			
156.	Air freshener spray, 510g			
157.	Alcohol, 500ml (70% ethyl)			
158.	Alcohol, 70%			
159.	Bar soap			
160.	Bar soap			
161.	Broom, soft (Tambo)			
162.	Broom, stick (Tingting)			
163.	Brush, Toilet			
164.	Brush, Toilet bowl (with handle)			
165.	Brush, Toilet floor			
166.	Cleaner, toilet bowl and urinal, 1000ml cap			
167.	Cleaner, toilet bowl and urinal, 900ml - 1000ml cap			
168.	Cleaner, toilet cleaner			
169.	Comfort room deodorizer (lemon & strawberry)			
170.	Comfort room deodorizer with holder (50g)			
171.	Detergent powder, all-purpose 1kg			
172.	Dipper (tabo)			
173.	Dishwashing liquid, 250ml			
174.	Dishwashing liquid, concentrate, antibac, 500ml			
175.	Dishwashing sponge, heavy duty scrub			
176.	Disinfectant Spray 510g/340g			
177.	Disinfectant Spray, 170g			
178.	Disinfectant Spray, 510 (lemon and fresh blossom scent)			
179.	Doormat indoor outdoor décor non-woven fabric door mat			
180.	Doormat, anti-slip thick rubber doormat/mats, waterproof, absorbent, indoor/outdoor doormat			
181.	Doormat, rubberized			
182.	Dust pan, non-rigid plastic			
183.	Ecolayer bathroom 3ply, 4 rolls/pack			
184.	Fabric conditioner			
185.	Face mask disposable, 3ply, black			
186.	Face mask disposable, 3ply, blue			

187.	Face mask disposable, 3ply, 50pcs/pack			
188.	Flower pot, plastic - Big			
189.	Flower pot, plastic – Small			
190.	Furniture cleaner, 300ml/can			
191.	Automatic primary spray (Sakura and waterlily twin), one click different spray, interval settings, lasts up to 60days when used in 36mins. setting			
192.	Refill of Automatic spray 175kg (sakura and lavender), (as quoted on item 191)			
193.	Glass cleaner			
194.	Handwash liquid soap, antibacterial 500ml			
195.	Handwash liquid soap, antibacterial 500ml			
196.	Insecticide Spray, Spray type, 600ml/can			
197.	IT equipment / furniture cleaning kit			
198.	Laundry detergent bar soap 300g			
199.	Launder detergent powder soap 10kg			
200.	Muriatic acid			
201.	Plastic trash bag (XXL)			
202.	Shovel, spade and square			
203.	Tissue paper, 2-ply 12rolls per pack			
204.	Tissue, facial tissue in a box, 2 ply, 190 sheets x 3 boxes			
205.	Trash bag (L) (10pcs/pack), black			
206.	Trash bag (M) (25pcs/pack), black			
207.	Trash bag, 60x80 (10pcs/pack), black			
208.	Trash bag, yellow, XXL			
209.	Bleach, 1 gal			
210.	Cups and saucer set, 12pcs			
211.	Spoon and fork, stainless steel, High quality			
212.	Serving bowl with cover			
	<b>PR-2024-05-092</b>			
213.	Correction tape, film base type, 20mm			
214.	Envelope, expanding legal size			
215.	Brown folder, Long size			
216.	Tape, masking 48mm, 50m			
217.	Paper fastener, metal			
218.	Paper fastener, metal 8 inches Long			
219.	Green folder w/o metal tab, Long			
220.	Highlighter, (green, blue, yellow & pink)			
221.	Interfolded paper towel			
222.	White bond paper, Short (70gsm)			
223.	White bond paper, A4 (70gsm)			

224.	White bond paper, Long (70gsm)			
225.	Paper cutter, heavy duty			
226.	Ruler, 12inches			
227.	Scotch tape dispenser (heavy duty)			
228.	Sharpener, heavy duty			
229.	Sign pen, black liquid/gel ink, 0.5mm needle tip			
230.	Sign pen, blue liquid/gel ink, 0.5mm needle tip			
231.	Sign pen, green liquid/gel ink, 0.5mm needle tip			
232.	Staple wire, standard no. 35 (26/6)			
233.	Stapler w/ remover			
234.	Packing tape, 2x100, tan			
235.	Calculator, 14 digits			
236.	Ballpen .5 test good, black			
237.	Ballpen .5 test good, blue			
238.	Pentel pen, black - broad			
239.	Pentel pen, blue - broad			
240.	Flash drive, 32gb			
241.	Official record book, 500pages			
242.	Post-it-Notepad (4"x3"), 100pcs/pad, color: pink, yellow			
243.	Post-it-Notepad (5"x3"), 100pcs/pad, color: assorted			
244.	Post-it-Notepad (3"x3"), 100pcs/pad, color: green			
245.	Post-it-Notepad (2"x3"), 100pcs/pad, color: yellow green			
246.	Paper clip (color coated-Jumbo)			
247.	Paper clip (color coated-Small)			
248.	Binder clip, 2inches			
249.	Binder clip, 1 ½ inches			
250.	Binder clip, 1inch			
251.	Binder clip, ½ inch			
252.	Blue binder with clip			
253.	Scissor, heavy duty			
254.	Puncher, heavy duty			
255.	Stamp pad, big			
256.	Stamp pad ink, blue			

## ***Section VII. Technical Specifications***

### **STATEMENT OF COMPLIANCE**

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.

# Technical Specifications

Item	DPWH Specification	Bidders Compliance
	<b>PR-2024-06-127 (Admin Div.)</b>	
1.	Charger for Rechargeable Battery, AA	
2.	External hard drive (1tb) 2.5 HDD USB 3.0 shock proof	
3.	External hard drive, 1TB	
4.	Flash drive USB, 1TB	
5.	HITI card printer ribbon pack YMCKO 400 print CS-2 series	
6.	Portable flash drive, USB 16GB	
7.	Portable flash drive, USB 32GB	
8.	Portable flash drive, USB 64GB	
9.	Scientific calculator	
10.	Arch file binder long (knock led down side clip, side opening) with DPWH Logo	
11.	Ball pen – 0.5mm (Black), 12pcs per box	
12.	Ball pen – 0.5mm (Blue), 12pcs per box	
13.	Ball pen – 0.7mm (Black), 50pcs per box	
14.	Ball pen – 0.7mm (Red & Green), 50pcs per box	
15.	Ball pen (12 pcs/box, fine pen) ordinary black	
16.	Ball pen (12 pcs/box, fine pen) ordinary blue	
17.	Ball pen, fine point, 0.5mm with rubber grip, black	
18.	Ball pen, fine point, 0.5mm with rubber grip, blue	
19.	Ball pen, fine point, 0.5mm with rubber grip, red	
20.	Battery double AA – 4pcs/pack	
21.	Battery double AAA – 4pcs/pack	
22.	Battery, AA rechargeable, 3pcs per set	
23.	Binder clip -1 ½ inches	
24.	Binder clip -2 inches	
25.	Binder clip -3 inches	
26.	Binder clip, black, 19mm	
27.	Binder clip, black, 25mm	
28.	Blue bond paper short 500sheets 24subs (thick)	
29.	Calculator, standard, heavy duty, solar cell	
30.	Card, leave, A4	

31.	Certificate holder, A4	
32.	Clear sheet protector, heavy duty, A4	
33.	Clear sheet protector, heavy duty, Long	
34.	Clear book, refill, A4	
35.	Clear book, refill, Long	
36.	Computer brush – Medium	
37.	Correction pen	
38.	Correction pen	
39.	Correction tape, 5mm width, 6m length min. disposable	
40.	Envelope, Expanding with garter, Legal Brown	
41.	Filing tabs (24pcs-2inX1.5in) (50.8mmX38.1mm)	
42.	Folder, expandable, Long (Blue) 100's	
43.	Folder, expandable, Long (Green) 100's	
44.	Folder, expandable, Long (Orange) 100's	
45.	Folder, expandable, Long (Red) 100's	
46.	Folder, expandable, Long (Yellow) 100's	
47.	Folder, green, Long	
48.	Glue, 130g	
49.	Highlighter/Textliner (assorted color)	
50.	Highlighter/Textliner (Blue)	
51.	Highlighter/Textliner (Green)	
52.	Highlighter/Textliner (Orange)	
53.	Highlighter/Textliner (Yellow)	
54.	Index tabs (A-Z)	
55.	Ink refill, marker, permanent ink, black	
56.	Ink refill, marker, permanent ink, blue	
57.	Line paper, 90gsm, pale cream, A4	
58.	Marker, permanent (Broad), Black	
59.	Marker, permanent (Broad), Black	
60.	Marker, permanent (Broad), Blue	
61.	Marker, permanent (Broad), Blue	
62.	Marker, permanent (Fine), Black	
63.	Marker, permanent (Fine), Blue	

64.	Name stamp (2pcs each) – "OBSOLETE/RETURNED/CANCELLED/RECEIVED/INSPECTED/CERTIFIED THRU COPY/DATE/RENEWED"	
65.	Paper clip, vinyl coated – Jumbo (No. 50), 100s/box	
66.	Paper clip, vinyl coated – small size (No. 33)	
67.	Paper cutter A3/ A4/ B4 size (wood base)	
68.	Paper fastener, vinyl coated, 70mm, standard size	
69.	Paper fastener, vinyl coated, Long size	
70.	Pencil sharpener	
71.	Pencil sharpener (stainless steel with metal body)	
72.	Pencil, No. 2, lead w/ eraser, one (1) dozen per box, no. 2	
73.	Post-it-notepad-15mm x 50mm Yellow	
74.	Post-it-notepad-75mm x 125mm Yellow	
75.	Post-it-notepad-75mm x 75mm Yellow	
76.	Puncher, heavy duty, big	
77.	Push pin, flat head type assorted	
78.	Record book – 500pages, Smyth sewn, 214mm x 278mm min.	
79.	Rubber band, big, thick, 350grams per box	
80.	Rubber band, Large	
81.	Rubber stamp (CERTIFIED PHOTOCOPY)	
82.	Ruler, 498 x 650	
83.	Scissor, Heavy duty	
84.	Scissors	
85.	Sign pen – 0.5mm (Black)	
86.	Sign pen – 0.5mm (Black refill)	
87.	Sign pen – 0.5mm (Blue)	
88.	Sign pen – 0.5mm (Blue refill)	
89.	Sign pen – 0.4mm (Black) .75	
90.	Sign pen – 0.4mm (Black refill) .75	
91.	Sign pen – 0.4mm (Blue) .75	
92.	Sign pen – 0.4mm (Blue refill) .75	
93.	Sign pen – 0.4mm G-tech (Black)	
94.	Sign pen – 0.4mm G-tech (Black refill)	
95.	Sign pen – 0.4mm G-tech (Blue)	
96.	Sign pen – 0.4mm G-tech (Blue refill)	

97.	Sign pen, black with grip and retractable, 0.7mm	
98.	Sign pen, black, liquid/gel ink, 0.55mm needle tip	
99.	Sign pen, blue with grip and retractable, 0.7mm	
100.	Sign pen, blue, liquid/gel ink, 0.55mm needle tip	
101.	Stamp, self-inking date stamp, 4mm, 12yrs heavy duty	
102.	Stamp pad	
103.	Stamp pad	
104.	Stamp pad ink (Green)	
105.	Stamp pad ink, black	
106.	Stamp pad ink, blue	
107.	Stamp pad ink, gal	
108.	Stamp pad ink, purple	
109.	Stamp pad, felt pad, violet & blue 60mm x 100mm	
110.	Staple wire, max staple wire #35	
111.	Staple wire, standard #35	
112.	Stapler with built-in remover, standard No. 35, heavy duty	
113.	Stick glue (Big)	
114.	Sticker paper (Glossy), white long (10pcs/pack)	
115.	Sticker paper, orange long (10pcs/pack)	
116.	Sticker paper, yellow long (10pcs/pack)	
117.	Sticky notes ("Sign here")	
118.	Sticky notes (4x4)	
119.	Tape dispenser, 2inch thick	
120.	Tape dispenser, heavy duty, 1inch	
121.	Tape dispenser, big	
122.	Tape, double adhesive tape (1inch), color white	
123.	Tape, double sided – 3 inches thick	
124.	Tape, double sided, with foam – 3 inches thick	
125.	Tape, duct tape – 3 inches thick (Black)	
126.	Tape, duct tape – 3 inches thick (Gray)	
127.	Tape, duct tape – 3 inches thick (White)	
128.	Tape, masking, 1inch	
129.	Tape, masking, 24mm, 50meters	
130.	Tape, masking, 48mm, 50meters	
131.	Tape, packing – 3inches thick	
132.	Tape, transparent – 1inch thick	
133.	Tape, packing, Brown	
134.	Tape, transparent – 2inch thick	
135.	Tape, transparent – 3inch thick	
136.	Printy 4912 typo DO IT YOURSELF STAMP (AIZAH S. MONTAÑER, Administrative Officer II, Administrative Division)	
137.	Printy 4912 typo DO IT YOURSELF STAMP (PANGARUNGAN MIKKO P. PACASUM, OIC-Chief, Human Resource Management Section, Administrative Division)	
138.	Printy 4912 typo DO IT YOURSELF STAMP (SANIPIA G. MACALA, Administrative Officer IV, Administrative Division)	
139.	Printy 4912 typo DO IT YOURSELF STAMP (ZUBAIKA S. TAGORA, Administrative Officer IV, Administrative Division)	

140.	Printy 4912 typo DO IT YOURSELF STAMP (HELEN E. TABORA, Supervising Administrative Officer, Administrative Division	
141.	Printy 4912 typo DO IT YOURSELF STAMP (ZARKHAN P. MANSUNGAYAN, Chief, Administrative Division,	
142.	Printy 4912 typo DO IT YOURSELF (HRMS FILE COPY)	
143.	Printy 4912 typo DO IT YOURSELF (RECEIVED)	
144.	Printy 4912 typo DO IT YOURSELF for Certification	
145.	Printy 4912 typo DO IT YOURSELF for dater	
146.	White bond paper – A4 210mm x 297 (70gsm)	
147.	White bond paper – A4 210mm x 297 (70gsm)	
148.	White bond paper – Long 216mm x 330 (70gsm)	
149.	White bond paper – Long 216mm x 330 (70gsm)	
	<b>IT ACCESSORIES</b>	
150.	Portable OTG flash drive C, USB – 32gb	
	<b>JANITORIAL SUPPLIES</b>	
151.	First aid kit (with complete set of first aid supplies)	
152.	Garden rake with wooden handle	
153.	Mop, tornado mop (360)	
154.	Air freshener spray, 600ml	
155.	Air freshener spray, 320ml	
156.	Air freshener spray, 510g	
157.	Alcohol, 500ml (70% ethyl)	
158.	Alcohol, 70%	
159.	Bar soap	
160.	Bar soap	
161.	Broom, soft (Tambo)	
162.	Broom, stick (Tingting)	
163.	Brush, Toilet	
164.	Brush, Toilet bowl (with handle)	
165.	Brush, Toilet floor	
166.	Cleaner, toilet bowl and urinal, 1000ml cap	
167.	Cleaner, toilet bowl and urinal, 900ml - 1000ml cap	
168.	Cleaner, toilet cleaner	
169.	Comfort room deodorizer (lemon & strawberry)	
170.	Comfort room deodorizer with holder (50g)	
171.	Detergent powder, all-purpose 1kg	
172.	Dipper (tabo)	
173.	Dishwashing liquid, 250ml	
174.	Dishwashing liquid, concentrate, antibac, 500ml	
175.	Dishwashing sponge, heavy duty scrub	
176.	Disinfectant Spray 510g/340g	
177.	Disinfectant Spray, 170g	
178.	Disinfectant Spray, 510 (lemon and fresh blossom scent	
179.	Doormat indoor outdoor décor non-woven fabric door mat	
180.	Doormat, anti-slip thick rubber doormat/mats, waterproof, absorbent, indoor/outdoor doormat	
181.	Doormat, rubberized	
182.	Dust pan, non-rigid plastic	
183.	Ecolayer bathroom 3ply, 4 rolls/pack	
184.	Fabric conditioner	
185.	Face mask disposable, 3ply, black	
186.	Face mask disposable, 3ply, blue	

187.	Face mask disposable, 3ply, 50pcs/pack	
188.	Flower pot, plastic – Big	
189.	Flower pot, plastic – Small	
190.	Furniture cleaner, 300ml/can	
191.	Automatic primary spray (Sakura and waterlily twin), one click different spray, interval settings, lasts up to 60days when used in 36mins. Setting	
192.	Refill of Automatic spray 175kg (sakura and lavender), (as quoted on item 191)	
193.	Glass cleaner	
194.	Handwash liquid soap, antibacterial 500ml	
195.	Handwash liquid soap, antibacterial 500ml	
196.	Insecticide Spray, Spray type, 600ml/can	
197.	IT equipment / furniture cleaning kit	
198.	Laundry detergent bar soap 300g	
199.	Laundry detergent powder soap 10kg	
200.	Muriatic acid	
201.	Plastic trash bag (XXL)	
202.	Shovel, spade and square	
203.	Tissue paper, 2-ply 12rolls per pack	
204.	Tissue, facial tissue in a box, 2 ply, 190 sheets x 3 boxes	
205.	Trash bag (L) (10pcs/pack), black	
206.	Trash bag (M) (25pcs/pack), black	
207.	Trash bag, 60x80 (10pcs/pack), black	
208.	Trash bag, yellow, XXL	
209.	Bleach, 1 gal	
210.	Cups and saucer set, 12pcs	
211.	Spoon and fork, stainless steel, High quality	
212.	Serving bowl with cover	
	<b>PR-2024-05-092</b>	
213.	Correction tape, film base type, 20mm	
214.	Envelope, expanding legal size	
215.	Brown folder, Long size	
216.	Tape, masking 48mm, 50m	
217.	Paper fastener, metal	
218.	Paper fastener, metal 8 inches Long	
219.	Green folder w/o metal tab, Long	
220.	Highlighter, (green, blue, yellow & pink)	
221.	Interfolded paper towel	
222.	White bond paper, Short (70gsm)	
223.	White bond paper, A4 (70gsm)	
224.	White bond paper, Long (70gsm)	
225.	Paper cutter, heavy duty	
226.	Ruler, 12inches	
227.	Scotch tape dispenser (heavy duty)	
228.	Sharpener, heavy duty	
229.	Sign pen, black liquid/gel ink, 0.5mm needle tip	
230.	Sign pen, blue liquid/gel ink, 0.5mm needle tip	
231.	Sign pen, green liquid/gel ink, 0.5mm needle tip	
232.	Staple wire, standard no. 35 (26/6)	
233.	Stapler w/ remover	
234.	Packing tape, 2x100, tan	

235.	Calculator, 14 digits	
236.	Ballpen .5 test good, black	
237.	Ballpen .5 test good, blue	
238.	Pentel pen, black – broad	
239.	Pentel pen, blue – broad	
240.	Flash drive, 32gb	
241.	Official record book, 500pages	
242.	Post-it-Notepad (4"x3"), 100pcs/pad, color: pink, yellow	
243.	Post-it-Notepad (5"x3"), 100pcs/pad, color: assorted	
244.	Post-it-Notepad (3"x3"), 100pcs/pad, color: green	
245.	Post-it-Notepad (2"x3"), 100pcs/pad, color: yellow green	
246.	Paper clip (color coated-Jumbo)	
247.	Paper clip (color coated-Small)	
248.	Binder clip, 2inches	
249.	Binder clip, 1 ½ inches	
250.	Binder clip, 1inch	
251.	Binder clip, ½ inch	
252.	Blue binder with clip	
253.	Scissor, heavy duty	
254.	Puncher, heavy duty	
255.	Stamp pad, big	
256.	Stamp pad ink, blue	
***Nothing Follows***		

\_\_\_\_\_  
(Signature Over Printed Name of  
Authorized Representative)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Name of Bidder)

Department of Public Works and Highways

**Contract ID No. :24GM0016**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF FINANCE DIVISION AND ADMINISTRATIVE DIVISION,  
DPWH REGIONAL OFFICE XII, KORONADAL CITY**

**Approved Budget Ceiling: Php2,329,741.69**

**BID FORM (FINANCIAL PROPOSAL)  
PRICE SCHEDULE FOR GOODS OFFERED**

Date of Bid Opening: October 23, 2024

1	2	4	5	6	7
Item No.	Description	Qty	Unit	Unit Price(Pesos)(In words & In Figures)	Amount(Pesos) (In words & In Figures)
	<b>PR-2024-06-127 (Admin Div.)</b>				
1.	Charger for Rechargeable Battery, AA	1	pc		
2.	External hard drive (1tb) 2.5 HDD USB 3.0 shock proof	15	Pcs		
3.	External hard drive, 1TB	12	pcs		
4.	Flash drive USB, 1TB	5	Unit		
5.	HITI card printer ribbon pack YMCKO 400 print CS-2 series	15	Box		
6.	Portable flash drive, USB 16GB	13	Pcs		
7.	Portable flash drive, USB 32GB	12	Pcs		
8.	Portable flash drive, USB 64GB	35	Pcs		
9.	Scientific calculator	1	Pcs		
10.	Arch file binder long (knock led down side clip, side opening) with DPWH Logo	900	Pcs		
11.	Ball pen – 0.5mm (Black), 12pcs per box	10	Box		
12.	Ball pen – 0.5mm (Blue), 12pcs per box	10	Box		

13.	Ball pen – 0.7mm (Black), 50pcs per box	5	Box		
14.	Ball pen – 0.7mm (Red & Green), 50pcs per box	5	Box		
15.	Ball pen (12 pcs/box, fine pen) ordinary black	15	Box		
16.	Ball pen (12 pcs/box, fine pen) ordinary blue	15	Box		
17.	Ball pen, fine point, 0.5mm with rubber grip, black	50	Pcs		
18.	Ball pen, fine point, 0.5mm with rubber grip, blue	75	Pcs		
19.	Ball pen, fine point, 0.5mm with rubber grip, red	25	Pcs		
20.	Battery double AA – 4pcs/pack	10	Box		
21.	Battery double AAA – 4pcs/pack	10	Box		
22.	Battery, AA rechargeable, 3pcs per set	1	set		
23.	Binder clip -1 ½ inches	30	Box		
24.	Binder clip -2 inches	30	Box		
25.	Binder clip -3 inches	25	Box		
26.	Binder clip, black, 19mm	5	Box		
27.	Binder clip, black, 25mm	5	Box		
28.	Blue bond paper short 500sheets 24subs (thick)	5	ream		
29.	Calculator, standard, heavy duty, solar cell	10	Pcs		
30.	Card, leave, A4	250	Pcs		
31.	Certificate holder, A4	50	Pcs		
32.	Clear sheet protector, heavy duty, A4	40	Pack		
33.	Clear sheet protector, heavy duty, Long	40	Pack		

34.	Clear book, refill, A4	20	Pack		
35.	Clear book, refill, Long	20	Pack		
36.	Computer brush – Medium	10	Pcs		
37.	Correction pen	10	Box		
38.	Correction pen	25	Pcs		
39.	Correction tape, 5mm width, 6m length min. disposable	165	Pcs		
40.	Envelope, Expanding with garter, Legal Brown	50	Pcs		
41.	Filing tabs (24pcs-2inX1.5in) (50.8mmX38.1mm)	100	pack		
42.	Folder, expandable, Long (Blue) 100's	150	Pcs		
43.	Folder, expandable, Long (Green) 100's	1	Box		
44.	Folder, expandable, Long (Orange) 100's	1	Box		
45.	Folder, expandable, Long (Red) 100's	1	Box		
46.	Folder, expandable, Long (Yellow) 100's	1	Box		
47.	Folder, green, Long	100	Pcs		
48.	Glue, 130g	35	bottle		
49.	Highlighter/Textliner (assorted color)	10	Box		
50.	Highlighter/Textliner (Blue)	30	Pcs		
51.	Highlighter/Textliner (Green)	30	Pcs		
52.	Highlighter/Textliner (Orange)	30	Pcs		
53.	Highlighter/Textliner (Yellow)	30	Pcs		
54.	Index tabs (A-Z)	100	Box		
55.	Ink refill, marker, permanent ink, black	8	Bottle		
56.	Ink refill, marker, permanent ink, blue	8	Bottle		
57.	Line paper, 90gsm, pale cream, A4	20	pack		
58.	Marker, permanent (Broad), Black	3	Box		
59.	Marker, permanent (Broad), Black	10	Pcs		
60.	Marker, permanent (Broad), Blue	2	Box		
61.	Marker, permanent (Broad), Blue	16	Pcs		

62.	Marker, permanent (Fine), Black	12	Pcs		
63.	Marker, permanent (Fine), Blue	6	Pcs		
64.	Name stamp (2pcs each) – "OBSOLETE/RETURNED/CANCELLED/ RECEIVED/INSPECTED/CERTIFIED THRU COPY/DATE/RENEWED"	16	Pcs		
65.	Paper clip, vinyl coated – Jumbo (No. 50), 100s/box	66	Box		
66.	Paper clip, vinyl coated – small size (No. 33)	12	Box		
67.	Paper cutter A3/ A4/ B4 size (wood base)	1	Pc		
68.	Paper fastener, vinyl coated, 70mm, standard size	10	Box		
69.	Paper fastener, vinyl coated, Long size	10	Box		
70.	Pencil sharpener	2	Pcs		
71.	Pencil sharpener (stainless steel with metal body)	1	Pcs		
72.	Pencil, No. 2, lead w/ eraser, one (1) dozen per box, no. 2	24	Box		
73.	Post-it-notepad-15mm x 50mm Yellow	160	pads		
74.	Post-it-notepad-75mm x 125mm Yellow	90	pads		
75.	Post-it-notepad-75mm x 75mm Yellow	115	pads		
76.	Puncher, heavy duty, big	21	Pcs		
77.	Push pin, flat head type assorted	30	Box		
78.	Record book – 500pages, smyth sewn, 214mm x 278mm min.	46	Book		
79.	Rubber band, big, thick, 350grams per box	2	Box		

80.	Rubber band, Large	5	pack		
81.	Rubber stamp (CERTIFIED PHOTOCOPY)	5	Pcs		
82.	Ruler, 498 x 650	10	Pcs		
83.	Scissor, Heavy duty	22	Pcs		
84.	Scissors	20	Pcs		
85.	Sign pen – 0.5mm (Black)	75	Pcs		
86.	Sign pen – 0.5mm (Black refill)	75	Pcs		
87.	Sign pen – 0.5mm (Blue)	75	Pcs		
88.	Sign pen – 0.5mm (Blue refill)	75	Pcs		
89.	Sign pen – 0.4mm (Black) .75	10	Pcs		
90.	Sign pen – 0.4mm (Black refill) .75	5	Pcs		
91.	Sign pen – 0.4mm (Blue) .75	10	Pcs		
92.	Sign pen – 0.4mm (Blue refill) .75	5	Pcs		
93.	Sign pen – 0.4mm G-tech (Black)	56	Pcs		
94.	Sign pen – 0.4mm G-tech (Black refill)	65	Pcs		
95.	Sign pen – 0.4mm G-tech (Blue)	56	Pcs		
96.	Sign pen – 0.4mm G-tech (Blue refill)	65	Pcs		
97.	Sign pen, black with grip and retractable, 0.7mm	50	Pcs		
98.	Sign pen, black, liquid/gel ink, 0.55mm needle tip	25	Pcs		
99.	Sign pen, blue with grip and retractable, 0.7mm	50	Pcs		
100.	Sign pen, blue, liquid/gel ink, 0.55mm needle tip	10	Box		
101.	Stamp, self-inking date stamp, 4mm, 12yrs heavy duty	8	Pcs		
102.	Stamp pad	2	Pcs		
103.	Stamp pad	20	Pcs		
104.	Stamp pad ink (Green)	5	Bottle		
105.	Stamp pad ink, black	2	Bottle		

106.	Stamp pad ink, blue	2	Bottle		
107.	Stamp pad ink, gal	2	Gal		
108.	Stamp pad ink, purple	16	Bottle		
109.	Stamp pad, felt pad, violet & blue 60mm x 100mm	2	Pcs		
110.	Staple wire, max staple wire #35	80	Box		
111.	Staple wire, standard #35	75	Box		
112.	Stapler with built-in remover, standard No. 35, heavy duty	40	Pcs		
113.	Stick glue (Big)	20	Pcs		
114.	Sticker paper (Glossy), white long (10pcs/pack)	100	pack		
115.	Sticker paper, orange long (10pcs/pack)	50	pack		
116.	Sticker paper, yellow long (10pcs/pack)	50	pack		
117.	Sticky notes ("Sign here")	140	Pad		
118.	Sticky notes (4x4)	94	Pad		
119.	Tape dispenser, 2inch thick	2	Pcs		
120.	Tape dispenser, heavy duty, 1inch	2	Pcs		
121.	Tape dispenser, big	4	Pcs		
122.	Tape, double adhesive tape (1inch), color white	6	roll		
123.	Tape, double sided – 3 inches thick	15	roll		
124.	Tape, double sided, with foam – 3 inches thick	10	roll		
125.	Tape, duct tape – 3 inches thick (Black)	2	roll		
126.	Tape, duct tape – 3 inches thick (Gray)	4	roll		

127.	Tape, duct tape – 3 inches thick (White)	2	roll		
128.	Tape, masking, 1inch	4	pack		
129.	Tape, masking, 24mm, 50meters	46	roll		
130.	Tape, masking, 48mm, 50meters	21	roll		
131.	Tape, packing – 3inches thick	27	roll		
132.	Tape, packing, Brown	10	Pcs		
133.	Tape, transparent – 1inch thick	12	roll		
134.	Tape, transparent – 2inch thick	82	roll		
135.	Tape, transparent – 3inch thick	37	roll		
136.	Printy 4912 typo DO IT YOURSELF STAMP (AIZAH S. MONTAÑER, Administrative Officer II, Administrative Division)	1	Pc		
137.	Printy 4912 typo DO IT YOURSELF STAMP (PANGARUNGAN MIKKO P. PACASUM, OIC-Chief, Human Resource Management Section, Administrative Division)	1	Pc		
138.	Printy 4912 typo DO IT YOURSELF STAMP (SANIPIA G. MACALA, Administrative Officer IV, Administrative Division)	1	Pc		
139.	Printy 4912 typo DO IT YOURSELF STAMP (ZUBAIKA S. TAGORA, Administrative Officer IV, Administrative Division)	1	Pc		
140.	Printy 4912 typo DO IT YOURSELF STAMP (HELEN E. TABORA, Supervising	1	Pc		

	Administrative Officer, Administrative Division				
141.	Printy 4912 typo DO IT YOURSELF STAMP (ZARKHAN P. MANSUNGAYAN, Chief, Administrative Division,	1	Pc		
142.	Printy 4912 typo DO IT YOURSELF (HRMS FILE COPY)	1	Pc		
143.	Printy 4912 typo DO IT YOURSELF (RECEIVED)	1	Pc		
144.	Printy 4912 typo DO IT YOURSELF for Certification	2	Pc		
145.	Printy 4912 typo DO IT YOURSELF for dater	1	Pc		
146.	White bond paper – A4 210mm x 297 (70gsm)	55	ream		
147.	White bond paper – A4 210mm x 297 (70gsm)	80	box (w/5 reams)		
148.	White bond paper – Long 216mm x 330 (70gsm)	40	ream		
149.	White bond paper – Long 216mm x 330 (70gsm)	80	box (w/5 reams)		
	<b>IT ACCESSORIES</b>				
150.	Portable OTG flash drive C, USB – 32gb	16	Pcs		
	<b>JANITORIAL SUPPLIES</b>				
151.	First aid kit (with complete set of first aid supplies)	1	set		
152.	Garden rake with wooden handle	6	Pcs		
153.	Mop, tornado mop (360)	3	Pcs		
154.	Air freshener spray, 600ml	36	pcs		

155.	Air freshener spray, 320ml	35	pcs		
156.	Air freshener spray, 510g	25	pcs		
157.	Alcohol, 500ml (70% ethyl)	479	bottle		
158.	Alcohol, 70%	50	pcs		
159.	Bar soap	15	pcs		
160.	Bar soap	8	Doz		
161.	Broom, soft (Tambo)	55	pcs		
162.	Broom, stick (Tingting)	66	pcs		
163.	Brush, Toilet	3	pcs		
164.	Brush, Toilet bowl (with handle)	2	pcs		
165.	Brush, Toilet floor	2	pcs		
166.	Cleaner, toilet bowl and urinal, 1000ml cap	30	bottle		
167.	Cleaner, toilet bowl and urinal, 900ml - 1000ml cap	26	bottle		
168.	Cleaner, toilet cleaner	15	bottle		
169.	Comfort room deodorizer (lemon & strawberry)	50	pcs		
170.	Comfort room deodorizer with holder (50g)	10	pcs		
171.	Detergent powder, all-purpose 1kg	29	bag		
172.	Dipper (tabo)	3	pcs		
173.	Dishwashing liquid, 250ml	12	bottle		

174.	Dishwashing liquid, concentrate, antibac, 500ml	35	bottle		
175.	Dishwashing sponge, heavy duty scrub	10	pcs		
176.	Disinfectant Spray 510g/340g	1	dozen		
177.	Disinfectant Spray, 170g	100	bottle		
178.	Disinfectant Spray, 510 (lemon and fresh blossom scent	10	pcs		
179.	Doormat indoor outdoor decor non-woven fabric door mat	10	pcs		
180.	Doormat, anti-slip thick rubber doormat/mats, waterproof, absorbent, indoor/outdoor doormat	63	pcs		
181.	Doormat, rubberized	2	meter		
182.	Dust pan, non-rigid plastic	12	pcs		
183.	Ecolayer bathroom 3ply, 4 rolls/pack	10	pack		
184.	Fabric conditioner	30	bottle		
185.	Face mask disposable, 3ply, black	20	box		
186.	Face mask disposable, 3ply, blue	20	box		
187.	Face mask disposable, 3ply, 50pcs/pack	120	box		
188.	Flower pot, plastic - Big	25	pcs		
189.	Flower pot, plastic – Small	30	pcs		
190.	Furniture cleaner, 300ml/can	14	can		
191.	Automatic primary spray (Sakura and waterlily twin), one click different spray, interval settings, lasts up to 60days when used in 36mins. setting	20	set		
192.	Refill of Automatic spray 175kg (sakura and lavender), (as quoted on item 191)	10	pcs		
193.	Glass cleaner	12	can		

194.	Handwash liquid soap, antibacterial 500ml	10	pcs		
195.	Handwash liquid soap, antibacterial 500ml	10	bottle		
196.	Insecticide Spray, Spray type, 600ml/can	31	can		
197.	IT equipment / furniture cleaning kit	5	bottle		
198.	Laundry detergent bar soap 300g	12	dozen		
199.	Launder detergent powder soap 10kg	20	bag		
200.	Muriatic acid	15	liter		
201.	Plastic trash bag (XXL)	24	dozen		
202.	Shovel, spade and square	6	pcs		
203.	Tissue paper, 2-ply 12rolls per pack	41	pack		
204.	Tissue, facial tissue in a box, 2 ply, 190 sheets x 3 boxes	10	pack		
205.	Trash bag (L) (10pcs/pack), black	100	pack		
206.	Trash bag (M) (25pcs/pack), black	100	pack		
207.	Trash bag, 60x80 (10pcs/pack), black	10	pack		
208.	Trash bag, yellow, XXL	4	pack		
209.	Bleach, 1 gal	10	gal		
210.	Cups and saucer set, 12pcs	2	set		
211.	Spoon and fork, stainless steel, High quality	4	dozen		
212.	Serving bowl with cover	6	dozen		
	<b>PR-2024-05-092</b>				
213.	Correction tape, film base type, 20mm	100	pcs		
214.	Envelope, expanding legal size	100	pcs		
215.	Brown folder, Long size	100	pcs		
216.	Tape, masking 48mm, 50m	50	roll		
217.	Paper fastener, metal	50	box		
218.	Paper fastener, metal 8 inches Long	100	box		

219.	Green folder w/o metal tab, Long	300	pcs		
220.	Highlighter, (green, blue, yellow & pink)	100	pcs		
221.	Interfolded paper towel	300	pack		
222.	White bond paper, Short (70gsm)	150	ream		
223.	White bond paper, A4 (70gsm)	250	ream		
224.	White bond paper, Long (70gsm)	250	ream		
225.	Paper cutter, heavy duty	2	pcs		
226.	Ruler, 12inches	50	pcs		
227.	Scotch tape dispenser (heavy duty)	6	pcs		
228.	Sharpener, heavy duty	6	pcs		
229.	Sign pen, black liquid/gel ink, 0.5mm needle tip	100	pcs		
230.	Sign pen, blue liquid/gel ink, 0.5mm needle tip	100	pcs		
231.	Sign pen, green liquid/gel ink, 0.5mm needle tip	36	pcs		
232.	Staple wire, standard no. 35 (26/6)	50	box		
233.	Stapler w/ remover	24	pcs		
234.	Packing tape, 2x100, tan	50	roll		
235.	Calculator, 14 digits	6	pcs		
236.	Ballpen .5 test good, black	100	pcs		
237.	Ballpen .5 test good, blue	100	pcs		
238.	Pentel pen, black - broad	12	box		
239.	Pentel pen, blue - broad	12	box		
240.	Flash drive, 32gb	50	pcs		
241.	Official record book, 500pages	100	pcs		
242.	Post-it-Notepad (4"x3"), 100pcs/pad, color: pink, yellow	100	pad		
243.	Post-it-Notepad (5"x3"), 100pcs/pad, color: assorted	100	pad		

244.	Post-it-Notepad (3"x3"), 100pcs/pad, color: green	100	pad		
245.	Post-it-Notepad (2"x3"), 100pcs/pad, color: yellow green	100	pad		
246.	Paper clip (color coated-Jumbo)	100	box		
247.	Paper clip (color coated-Small)	50	box		
248.	Binder clip, 2inches	24	box		
249.	Binder clip, 1 ½ inches	24	box		
250.	Binder clip, 1inch	24	box		
251.	Binder clip, ½ inch	24	box		
252.	Blue binder with clip	200	box		
253.	Scissor, heavy duty	36	pcs		
254.	Puncher, heavy duty	12	pcs		
255.	Stamp pad, big	6	pcs		
256.	Stamp pad ink, blue	6	bottle		
<b>***Nothing Follows***</b>					

TOTAL BID AMOUNT IN WORDS &FIGURES:\_\_\_\_\_

Bid Validity: \_\_\_\_\_

Name & Signature of Bidder:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone/Mobile No.:\_\_\_\_\_

Name & Signature of Representative: \_\_\_\_\_

Department of Public Works and Highways

**Statement of Single Largest Completed Contract (Government and Private Contracts)  
which are Similar<sup>A</sup> in Nature**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	a. Agency's Name: b. Address: c. Telephone No.	Type of Products Delivered	No. of Units	Description	a. Amount of Award b. Amount as Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
<b><u>Government</u></b>						
<b><u>Private</u></b>						

**NOTE:**

- A. This statement shall be supported with:
1. Contract or Purchase Order
  2. Certificate of Completion
  3. Certificate of Acceptance/Official Receipt

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Public Works and Highways

**List of All Ongoing Government and 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 No.	Type of Product to be Delivered	No. of Units	Description	a. Amount of Award b. Amount as Completion c. Duration	Delivered Units		Value of Outstanding Works / Undelivered Portion
						Planned	Actual	
<b><u>Government</u></b>								
<b><u>Private</u></b>								
						Total Cost		

**NOTE:** This statement shall be supported with:

1. Notice of Award and/or Contract.
2. Notice to Proceed issued by the agency.
3. Certificate of Accomplishments signed by the owner or authorized representative.

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

"Form No. 2"

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) 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 PBDs 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 Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs 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: \_\_\_\_\_



**Bid Securing Declaration Form**  
***[shall be submitted with the Bid if bidder opts to provide this form of bid security]***

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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

***[Jurat]***

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

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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 act necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]  
Affiant

***[Jurat]***

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

**Performance Securing Declaration (Revised)**  
***[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]***

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REPUBLIC OF THE PHILIPPINES)  
CITY 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]*

## 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 = 15 (current asset – current liabilities) minus value of all outstanding works under on-going contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

### NOTE:

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

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

**or**

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

***Class “B” Documents***

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

