

# **PHILIPPINE BIDDING DOCUMENTS**

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**PROCURING ENTITY: DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS, ANTIQUE DISTRICT ENGINEERING  
OFFICE, SAN JOSE, ANTIQUE**

**BIDDING DOCUMENTS**

**FOR**

**PROCUREMENT ID/CONTRACT ID: 24GGB001`**

**CONTRACT NAME: Procurement of Office Supplies for  
use in the various sections of Antique District  
Engineering Office**

**CONTRACT LOCATION: DPWH, San Jose, Antique**

**Start Date for Issuance of Bidding Documents: February  
27, 2024**

**Date of Opening of Bids: March 19, 2024**

# Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and

Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

## **Notes on the Invitation to Bid**

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

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

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

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





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**ANTIQUE DISTRICT ENGINEERING OFFICE**  
San Jose, Antique

## INVITATION TO BID FOR

**Contract ID No.: 24GGB001**

**Contract Name: Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique**

1. The **Department of Public Works and Highways, Antique District Engineering Office, San Jose, Antique**, through the **EAO 2023** intends to apply the sum of **Php 4,353,227.50** being the ABC to payments under the contract for **Contract ID No.: 24GGB001 - Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Public Works and Highways, Antique District Engineering Office, San Jose, Antique** now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 CD**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Department of Public Works and Highways, Antique District Engineering Office, San Jose, Antique** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 27, 2024 until before 10:00 A.M. of March 19, 2024** from the given address *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 (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by facsimile, or through electronic means*.
6. The **Department of Public Works and Highways, Antique District Engineering Office, San Jose, Antique** will hold a **Pre-Bid Conference** on **March 6, 2024 @ 10:00 A.M.** at **Bidding Room, Ground Floor Maintenance Building, DPWH-Antique District Engineering Office, San Jose, Antique** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10:00 A.M. of March 19, 2024**. 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 **March 19, 2024 immediately after the deadline of the submission of bids** at ***Bidding Room, Ground Floor Maintenance Building, DPWH-Antique District Engineering Office, San Jose, Antique***. 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, Antique District Engineering Office, San Jose, Antique** 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:

**THELMA A. ESCANILLAS**

BAC Secretariat Head  
DPWH, Antique District Engineering  
Office San Jose, Antique  
Tel. No.: (036)-540-98-79

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.dpwh.gov.ph> and *Philgeps*

Date of issue: February 27, 2024

  
**DAN D. MOSQUERA**  
BAC Chairperson

Noted:

  
**BERNADETH BETSY B. UY**  
OIC - District Engineer

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

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *[indicate name]* wishes to receive Bids for the *[insert Procurement Project]**{[insert, if applicable:]* under a Framework Agreement*}*, with identification number *[indicate number]*.

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

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

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

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

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

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

## 3. Bidding Requirements

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

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

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

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

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

#### **5. Eligible Bidders**

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

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

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

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

*[Select one, delete the other/s]*

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

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

*[Select one, delete other/s]*

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- b. 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 *{[insert if applicable]}* 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 *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For



multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the

ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 13. Bid and Payment Currencies

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

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

*[Select one, delete the other/s]*

a. Philippine Pesos.

b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

### 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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing

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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.

declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 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.

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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:

*[Select one, delete the other/s]*

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

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

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

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

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

## **20. Post-Qualification**

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,*}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*}*

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

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

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

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause	
1.0	<p>The Procuring Entity, <b>Department of Public Works and Highways Antique District Engineering Office, San Jose, Antique</b> invites Bids for the <b>24GGB001 - Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique</b></p> <p>The scope of the Works under this Contract is <b>Procurement of Office Supplies</b></p>
2.1	The GOP through the source of funding for <b>EAO 2024</b> in the amount of <b>Php 4,353,227.50</b> (ABC).
2.2	<p>The source of funding is:</p> <p><b>a. NGA, the General Appropriation Act or Special Appropriation.</b></p>
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Procurement of Office Supplies</li> <li>b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
8.1	The Procuring Entity will hold a <b>Pre-Bid Conference</b> for this Project is on <b>March 6, 2024 @ 10:00 A.M. at Bidding Room, Ground Floor Maintenance Building, DPWH-Antique District Engineering Office, San Jose, Antique</b>
13.2	Philippine Pesos.
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>2% of ABC</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>5% of ABC</b> if bid security is in Surety Bond.</li> </ul>
19.4	Option 1 – One Project having several items that shall be awarded as one contract.



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

### **Notes on the General Conditions of Contract**

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

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

## 3. Performance Security

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

revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

#### **4. Inspection and Tests**

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

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

#### **5. Warranty**

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

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

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

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

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

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><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> <ol 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> </ol>

	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><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> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <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>

	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>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>
2.2	<i>[If partial payment is allowed, state]</i> "The terms of payment shall be as follows: _____."
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>



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

**Contract ID No.: 24GGB001**

**Contract Name: Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Total</b>	<b>Delivered, Days, Weeks/Months</b>
1	Air freshener automatic spray (holder & refill)/set	3	set		
2	Air freshener automatic spray (refill) 269 ml.	12	bot.		
3	Air freshener pouch Tea Type	35	pc.		
4	Air freshener scented gel 180g	70	bot.		
5	Air freshener spray 320 ml. (Lavender)	82	bot.		
6	Antibacterial Hand Wash (500ml)	43	bot.		
7	Ballpen - 0.5mm - Black (50/box)	20	box		
8	Ballpen - 0.5mm - Blue (50/box)	15	box		
9	Ballpen - 0.5mm - Red (50/box)	2	box		
10	Ballpen - Classique 0.7mm - Black (12/box)	9	box		
11	Ballpen - Classique 0.7mm - Blue (12/box)	6	box		
12	Ballpen - Doodle Fine 0.5 (Blue)	8	pc.		
13	Ballpen - Doodle Fine 0.5 (Green)	8	pc.		
14	Ballpen - Doodle Fine 0.5 (Pink)	8	pc.		
15	Ballpen - Doodle Fine 0.5 (Violet)	8	pc.		
16	Ballpen - Retractable (BP-145-F) - Blue (12/box)	22	box		
17	Ballpen - Retractable (BP-145-F) - Black (12/box)	36	box		
18	Bathroom Deodorizer w/ holder, 100g	99	pc.		
19	Battery double A, 4 pcs/pack	16	pack		
20	Battery Triple A, 4 pcs/pack	19	pack		
21	Binder Clips, 15mm (12/box)	8	box		
22	Binder Clips, 25mm/pcs (12/box)	19	box		
23	Binder Clips, 32mm/pcs (12/box)	22	box		
24	Binder Clips, 41mm/pcs (12/box)	55	box		
25	Binder Clips, 51mm/pcs (12/box)	22	box		
26	Binding Cover A4 Clear /pcs.	200	pc.		

27	Bond Paper, A3 (Sub. 20)	150	ream		
28	Bond Paper, A4 (Sub. 20)	3110	ream		
29	Bond Paper, legal (Sub. 20)	515	ream		
30	Bond Paper, long (Sub. 20)	215	ream		
31	Bond Paper, short (Sub. 20)	40	ream		
32	Broom and Dustpan/set	5	set		
33	Brown Envelope A4	50	pc.		
34	Brown Envelope long	235	pc.		
35	Brown Envelope Short	80	pc.		
36	Calculator 12 Digits, Big	7	no.		
37	Caliper (Digital)	3	no.		
38	Cat6 LAN Cable - Pure Copper (1000ft/305m/box)	3	box		
39	Chemical Safety Mask	10	no.		
40	Clipboard (Foldable) - 360 degree cover	20	pc.		
41	Clipboard Folder (long)	40	pc.		
42	Clipboard Folder Wooden, (long)	6	pc.		
43	Clipboard with Filing Case 2 in 1 (A4 size)	4	pc.		
44	Color Pencil (Blue)	8	pc.		
45	Color Pencil (Green)	8	pc.		
46	Color Pencil 121 (Red)	8	pc.		
47	Color Pencil 105 (Yellow)	8	pc.		
48	Colored Memo Pads (3"x3") 400sheets/pad	4	pad		
49	Colored Memo Pads (3"x5") 400sheets/pad	4	pad		
50	Colored Memo Pads (4"x4") 400sheets/pad	4	pad		
51	Colored Memo Pads (4"x5") 400sheets/pad	4	pad		
52	Correction Pen (Metal Tip), 10ml.	60	pc.		
53	Correction Tape	322	pc.		
54	Cutter (Big), Heavy Duty	12	no.		
55	Dater small	11	no.		
56	Detergent Powder (All-Purpose)/ 2 kg.	44	kg.		
57	Digital Weighing Scale	1	no.		
58	Dipper, black	12	pc.		
59	Dishwashing Liquid 500ml	75	bot.		
60	Dishwashing Sponge	23	pc.		
61	Disinfectant Spray (550 gms.) aerosol type	125	bot.		
62	Dishwashing Paste (200g)	70	pc.		
63	Document Tray File	3	no.		
64	Door mat - cloth	71	pc.		
65	Door mat - rubber, heavy duty	20	pc.		
66	Double Adhesive Strip (Transparent) - 5m/roll	5	roll		

67	Double Sided Foam Tape 1"x5m (Big Core)	4	roll		
68	Double sided Tape 1"	109	roll		
69	Double Sided Tape 1/2"	48	roll		
70	Double Sided Tape 1/4"	10	roll		
71	Double Sided Tape 3/4"	12	roll		
72	Drawing Pen 0.5 (Technical)- black (12/box)	5	box		
73	Duct Tape (Assorted Color) 2"/rolls	75	roll		
74	Duct Tape (Blue) 2"/rolls	25	roll		
75	Duct Tape (Red) 2"/rolls	5	roll		
76	Duct Tape (Silver) 2"/rolls	45	roll		
77	Dust Pan	14	pc.		
78	DVD RW/ w/ case	10	pc.		
79	Empty Sack, big	220	pc.		
80	Engineer's Field Book	10	pc.		
81	Expanded Envelope long	150	pc.		
82	Expanded Envelope short	150	pc.		
83	Expanded Folder, long	130	pc.		
84	External Hard Drive 1TB	5	unit		
85	External Hard Drive 2TB	13	unit		
86	Face Mask KN95 20 pcs./pack	15	pack		
87	Facial tissue 500sheets/box	9	box		
88	Feather Duster	15	pc.		
89	Filing Box with DPWH LOGO,	125	no.		
90	Filing Folder with DPWH LOGO 3"	1875	no.		
91	Filing Folder with DPWH LOGO, 1"	735	no.		
92	Fineliner Drawing Pen 0.2 (Black)	20	pc.		
93	Fineliner Drawing Pen 0.2 (Blue)	20	pc.		
94	First Aid Kit	5	set		
95	Floor Mop - 360 Rotating Spin Turbo	11	no.		
96	Floor Mop (heavy duty)	14	no.		
97	Folder long - Plastic (blue)	100	pc.		
98	Folder - White (long)	2510	pc.		
99	Folder - Clear (long)	9	pc.		
100	Fragrance Beads (Floral) /pouch	70	pc.		
101	Garbage bag, black (large, 2mm thickness) 10 pcs./pack	105	pack		
102	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	110	pack		
103	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	80	pack		
104	Garbage bag, black (small, 2mm thickness) 10 pcs./roll	280	roll		
105	Glass Cleaner 500ml. Liquid spray	72	bot.		
106	Glossy Paper for Publishing (A3) - 50 sheets/pack	20	pack		
107	Glue (big)	130	bot.		
108	Glue Stick, big	150	pc.		

109	Glue Gun, heavy duty	8	no.		
110	Hand brush, big, heavy duty	10	pc.		
111	Hand Soap, Big	81	pc.		
112	Hard Hat w/ DPWH Logo-White	74	no.		
113	High Temperature Resistant Leather Gloves /pairs	4	pair		
114	Highlighter Pen (Asstd.) Pastel Colors	157	pc.		
115	Isoprophyl Alcohol 70% scented ,500ml.	740	bot.		
116	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.	5	bot.		
117	Laboratory Gown	5	pc.		
118	Laminating Film	12	roll		
119	Level Bar	2	no.		
120	Liquid Bleach Color Safe, 900ml	15	bot.		
121	Liquid Bleach, 1 gallon	20	gal.		
122	Liquid Bleach, 1 ltr.	47	bot.		
123	Logbook, 150 pages/pcs. (cloth Bound)	145	pc.		
124	Logbook, 300 pages/pcs. (cloth Bound)	72	pc.		
125	Logbook, 500 pages/pcs. (cloth Bound)	175	pc.		
126	Mailing Envelope (long)-White	220	pc.		
127	Mailing Envelope (short)-White	170	pc.		
128	Masking tape , 1"	41	roll		
129	Masking tape , 2"	30	roll		
130	Measuring Long tape - 50 meters (fiberglass)	12	unit		
131	Measuring Tape (Pulgadera) 10m.	36	unit		
132	Measuring Tape (Pulgadera) 5m.	6	unit		
133	Metal Clips (Stainless) 3", 6pcs./set	122	set		
134	Metal Clips (Stainless) 2", 6pcs./set	59	set		
135	Metal Clips (Stainless) 1.5", 6pcs./set	79	set		
136	Metal Clips (Stainless) 1.25", 6pcs./set	42	set		
137	Microfiber Cleaning Cloth, 3 pcs./pack	107	pack		
138	Mop and Broom Holder Mount/set	2	set		
139	Mop with Squeezer Bucket	2	no.		
140	Mosquito Repellant Spray, Water Based	77	bot.		
141	Multi Surface Cleaner 330ml	20	bot.		
142	Muriatic Acid (500ml)	26	bot.		
143	Mylar (610mmx20m)	50	roll		
144	Nano tape	10	roll		
145	Official Record Book (Numbered),	100	pc.		

	300 pages/pcs.				
146	Packing Tape 2" (Transparent)	18	roll		
147	Pail, Big	5	no.		
148	Paper Clips (Plastic Coated) big	70	box		
149	Paper Clips (Plastic Coated) small	15	box		
150	Paper Cutter (Heavy Duty)	4	no.		
151	Paper Fastener (Plastic ) long	130	box		
152	Paper Fastener (Plastic coated w/ steel )	103	box		
153	Pencil Eraser (big)	42	pc.		
154	Pencil Sharpener (Table Top)	5	no.		
155	Pencil, #2 (12pcs./box)	103	box		
156	Pentel Pen - Fine (Black), 12pcs/box	3	box		
157	Photo Paper - Glossy (A4), 20sheets/pack	75	pack		
158	Photo Paper - Matte (A4), 20sheets/pack	70	pack		
159	Plastic tabbing (label) 1.5"x .5"/pad	52	pad		
160	Plastic waste basket w/ cover, small	37	no.		
161	Portfolio Envelope (long)	200	pc.		
162	Portfolio Envelope (short)	20	pc.		
163	Puncher (heavy duty) / nos.	34	no.		
164	Push Pins/box	19	box		
165	PVC Flexible Plastic Sheets, Clear (A4)	300	pc.		
166	Raincoat	30	pc.		
167	Raincoat Butterfly w/ DPWH Logo - Orange	6	pc.		
168	Raincoat w/ pants (Large) w/ DPWH Logo - Orange	6	pc.		
169	Rubber Boots Size 8 & 10	4	pair		
170	Rubber Gloves, Heavy Duty	18	pair		
171	Rubberband, big	16	box		
172	Rug - Cloth	20	pc.		
173	Ruler - 12" (Flexible)	10	pc.		
174	Ruler - 12" (Colored)	10	pc.		
175	Ruler - 12" (Plastic)	35	pc.		
176	Safety Cover all Suit Heavy Duty w/ DPWH Logo	6	pc.		
177	Safety Shoes	5	pair		
178	Safety Vest w/ DPWH Logo (Reflectorized)	62	pc.		
179	Scientific Calculator 12 Digits	17	no.		
180	Scissors , heavy duty	26	no.		
181	Scratch Pad (5"x8") 100sheets/pad	4	pad		
182	Self-Inking Stamp "Certified Photocopy "	1	no.		

183	Sign Pen G -Tec-C3 0.3 (Black) 12pcs/box	55	box		
184	Sign Pen G -Tec-C3 0.3 (Blue) 12pcs/box	19	box		
185	Sign Pen G -Tec-C3 0.3 (Red) 12pcs/box	2	box		
186	Sign Pen G -Tec-C4 0.4 (Black) 12pcs/box	47	box		
187	Sign Pen G -Tec-C4 0.4 (Blue) 12pcs/box	32	box		
188	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	85	pc.		
189	Sign Pen My-Gel 0.5 (Black) 12 pcs/box	76	box.		
190	Sign Pen My-Gel 0.5 (Bllue) 12 pcs/box	76	box.		
191	Sink and Drain Declogger 500ml	2	bot.		
192	Soft Broom	25	pc.		
193	Special Paper - Green /ream	5	ream		
194	Special paper - White (A4), 10 sheets/pack	45	pack		
195	Sponge Mop water absorption (folding)	16	no.		
196	SSD Card 1TB	10	pc.		
197	Stainless Steel Wool	6	pc.		
198	Stamping Pad	2	no.		
199	Stamping Pad ink (black) / bottles	11	bot.		
200	Stamping Pad ink (blue) / bottles	61	bot.		
201	Stamping Pad ink (purple) / bottles	10	bot.		
202	Stamping Pad ink (red) / bottles	10	bot.		
203	Staple Wire #35 / boxes	37	box		
204	Staple wire - Heavy Duty (15/16") /box	50	box		
205	Staple Wire Puller - (Plier Type)	63	no.		
206	Stapler, big (Heavy Duty)	72	no.		
207	Stapler, Paper Binding (Heavy Duty)	1	no.		
208	Stainless Steel Ruler - 24"	25	pc.		
209	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	140	pack		
210	Sticker Paper - Matte White (A4), 20sheets/pack	35	pack		
211	Sticker Paper - Glossy White (A4), 20sheets/pack	18	pack		
212	Sticky Note / pads "Please Sign"	120	pad		
213	Sticky Note/pads (0.5" x 2")	15	pad		
214	Sticky Note/pads (1.5" x 2")	30	pad		
215	Sticky Note/pads (2" x 2")	10	pad		
216	Sticky Note/pads (2" x 3")	16	pad		
217	Sticky Note/pads (3" x 3")	169	pad		

218	Sticky Note/pads (3" x 5")	70	pad		
219	Sticky Note/pads (4" x 3")	15	pad		
220	Sticky Note/pads (4" x 4")	178	pad		
221	Sticky Note/pads (4" x 5")	32	pad		
222	Sticky Notes/pads (1-3/8"x1-7/8")	24	pad		
223	Sticky Notes/pads (2.8"x2.5")	30	pad		
224	Storage Box, White (95L)	3	no.		
225	Surgical Face Mask	85	box		
226	Surgical Gloves, large	3	box		
227	Synthetic Nitrile Powder Free Gloves (L) 100/box	1	box		
228	Synthetic Nitrile Powder Free Gloves (M) 100/box	1	box		
229	Tape Dispenser, 1"	10	no.		
230	Thermal Paste 30g/tube	25	tube		
231	Thumbtacks /box	5	box		
232	Toilet bowl brush	10	pc.		
233	Toilet Bowl Cleaner 1000ml/bottles	82	bot.		
234	Toilet Bowl Cleaning Disc Starter 6s- Lavender	50	pc.		
235	Toilet Brush w/ Base (Long Handle)	16	no.		
236	Toilet Tissue Paper (2-ply-150 pulls)	1000	roll		
237	Traffic Cone	4	no.		
238	Transparent Fluorescent Sticky Note - 200sheets/set	50	set		
239	Transparent plastic bag (18x29)	100	pc.		
240	Transparent Stationery Tape, 1/2"	20	roll		
241	Transparent Stationery Tape, 1"	335	roll		
242	Transparent Stationery Tape, 2"	65	roll		
243	Trash bins (big) w/ DPWH Logo, Green (Biodegradable)	4	no.		
244	Trash bins (big) w/ DPWH Logo, Red (Non-Biodegradable)	4	no.		
245	Trash bins (big) w/ DPWH Logo, Yellow (Recyclable)	4	no.		
246	USB 16 GB 3.0 version	29	pc.		
247	USB 32 GB 3.0 version	3	pc.		
248	USB 64 GB 3.0 version	55	pc.		
249	USB 128 GB 3.0 version	12	pc.		
250	USB 256 GB 3.0 version	6	pc.		
251	USB Port Hub	2	pc.		
252	Wheel Meter	2	no.		
253	Whisk Broom/Walis Tambo	10	no.		
254	White Board Eraser	2	pc.		
255	White Board Marker Broad (Black), 12pcs/box	12	box		
256	White Board w/ Aluminum Frame 30'x40'	50	pc.		
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				

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

Date of Bid Opening: March 19, 2024

1	2	3	4	5	6	7
Item No.	Description	Unit	Quantity	Unit Bid Price(Peso)	Total Bid Price(Peso) <sup>2</sup>	Delivery Schedule
1	Air freshener automatic spray (holder & refill)/set	set	3			
2	Air freshener automatic spray (refill) 269 ml.	bot.	12			
3	Air freshener pouch Tea Type	pc.	35			
4	Air freshener scented gel 180g	bot.	70			
5	Air freshener spray 320 ml. (Lavender)	bot.	82			
6	Antibacterial Hand Wash (500ml)	bot.	43			
7	Ballpen - 0.5mm - Black (50/box)	box	20			
8	Ballpen - 0.5mm - Blue (50/box)	box	15			
9	Ballpen - 0.5mm - Red (50/box)	box	2			
10	Ballpen - Classique 0.7mm - Black (12/box)	box	9			
11	Ballpen - Classique 0.7mm - Blue (12/box)	box	6			
12	Ballpen - Doodle Fine 0.5 (Blue)	pc.	8			
13	Ballpen - Doodle Fine 0.5 (Green)	pc.	8			
14	Ballpen - Doodle Fine 0.5 (Pink)	pc.	8			
15	Ballpen - Doodle Fine 0.5 (Violet)	pc.	8			
16	Ballpen - Retractable (BP-145-F) - Blue (12/box)	box	22			
17	Ballpen - Retractable (BP-145-F) - Black (12/box)	box	36			
18	Bathroom Deodorizer w/ holder, 100g	pc.	99			

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



19	Battery double A, 4 pcs/pack	pack	16			
20	Battery Triple A , 4 pcs/pack	pack	19			
21	Binder Clips, 15mm (12/box)	box	8			
22	Binder Clips, 25mm/pcs (12/box)	box	19			
23	Binder Clips, 32mm/pcs (12/box)	box	22			
24	Binder Clips, 41mm/pcs (12/box)	box	55			
25	Binder Clips, 51mm/pcs (12/box)	box	22			
26	Binding Cover A4 Clear /pcs.	pc.	200			
27	Bond Paper, A3 (Sub. 20)	ream	150			
28	Bond Paper, A4 (Sub. 20)	ream	3110			
29	Bond Paper, legal (Sub. 20)	ream	515			
30	Bond Paper, long (Sub. 20)	ream	215			
31	Bond Paper, short (Sub. 20)	ream	40			
32	Broom and Dustpan/set	set	5			
33	Brown Envelope A4	pc.	50			
34	Brown Envelope long	pc.	235			
35	Brown Envelope Short	pc.	80			
36	Calculator 12 Digits, Big	no.	7			
37	Caliper (Digital)	no.	3			
38	Cat6 LAN Cable - Pure Copper (1000ft/305m/box)	box	3			
39	Chemical Safety Mask	no.	10			
40	Clipboard (Foldable) - 360 degree cover	pc.	20			
41	Clipboard Folder (long)	pc.	40			
42	Clipboard Folder Wooden, (long)	pc.	6			
43	Clipboard with Filing Case 2 in 1 (A4 size)	pc.	4			
44	Color Pencil (Blue)	pc.	8			
45	Color Pencil (Green)	pc.	8			
46	Color Pencil 121 (Red)	pc.	8			
47	Color Pencil 105 (Yellow)	pc.	8			

48	Colored Memo Pads (3"x3") 400sheets/pad	pad	4			
49	Colored Memo Pads (3"x5") 400sheets/pad	pad	4			
50	Colored Memo Pads (4"x4") 400sheets/pad	pad	4			
51	Colored Memo Pads (4"x5") 400sheets/pad	pad	4			
52	Correction Pen (Metal Tip), 10ml.	pc.	60			
53	Correction Tape	pc.	322			
54	Cutter (Big), Heavy Duty	no.	12			
55	Dater small	no.	11			
56	Detergent Powder (All-Purpose)/ 2 kg.	kg.	44			
57	Digital Weighing Scale	no.	1			
58	Dipper, black	pc.	12			
59	Dishwashing Liquid 500ml	bot.	75			
60	Dishwashing Sponge	pc.	23			
61	Disinfectant Spray (550 gms.) aerosol type	bot.	125			
62	Dishwashing Paste (200g)	pc.	70			
63	Document Tray File	no.	3			
64	Door mat - cloth	pc.	71			
65	Door mat - rubber, heavy duty	pc.	20			
66	Double Adhesive Strip (Transparent) - 5m/roll	roll	5			
67	Double Sided Foam Tape 1"x5m (Big Core)	roll	4			
68	Double sided Tape 1"	roll	109			
69	Double Sided Tape 1/2"	roll	48			
70	Double Sided Tape 1/4"	roll	10			
71	Double Sided Tape 3/4"	roll	12			
72	Drawing Pen 0.5 (Technical)- black (12/box)	box	5			
73	Duct Tape (Assorted Color) 2"/rolls	roll	75			
74	Duct Tape (Blue) 2"/rolls	roll	25			
75	Duct Tape (Red) 2"/rolls	roll	5			
76	Duct Tape (Silver) 2"/rolls	roll	45			

77	Dust Pan	pc.	14			
78	DVD RW/ w/ case	pc.	10			
79	Empty Sack, big	pc.	220			
80	Engineer's Field Book	pc.	10			
81	Expanded Envelope long	pc.	150			
82	Expanded Envelope short	pc.	150			
83	Expanded Folder, long	pc.	130			
84	External Hard Drive 1TB	unit	5			
85	External Hard Drive 2TB	unit	13			
86	Face Mask KN95 20 pcs./pack	pack	15			
87	Facial tissue 500sheets/box	box	9			
88	Feather Duster	pc.	15			
89	Filing Box with DPWH LOGO,	no.	125			
90	Filing Folder with DPWH LOGO 3"	no.	1875			
91	Filing Folder with DPWH LOGO, 1"	no.	735			
92	Fineliner Drawing Pen 0.2 (Black)	pc.	20			
93	Fineliner Drawing Pen 0.2 (Blue)	pc.	20			
94	First Aid Kit	set	5			
95	Floor Mop - 360 Rotating Spin Turbo	no.	11			
96	Floor Mop (heavy duty)	no.	14			
97	Folder long - Plastic (blue)	pc.	100			
98	Folder - White (long)	pc.	2510			
99	Folder - Clear (long)	pc.	9			
100	Fragrance Beads (Floral) /pouch	pc.	70			
101	Garbage bag, black (large, 2mm thickness) 10 pcs./pack	pack	105			
102	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	pack	110			
103	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	pack	80			

104	Garbage bag, black (small, 2mm thickness) 10 pcs./roll	roll	280			
105	Glass Cleaner 500ml. Liquid spray	bot.	72			
106	Glossy Paper for Publishing (A3) - 50 sheets/pack	pack	20			
107	Glue (big)	bot.	130			
108	Glue Stick, big	pc.	150			
109	Glue Gun, heavy duty	no.	8			
110	Hand brush, big, heavy duty	pc.	10			
111	Hand Soap, Big	pc.	81			
112	Hard Hat w/ DPWH Logo-White	no.	74			
113	High Temperature Resistant Leather Gloves /pairs	pair	4			
114	Highlighter Pen (Asstd.) Pastel Colors	pc.	157			
115	Isoprophyl Alcohol 70% scented ,500ml.	bot.	740			
116	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.	bot.	5			
117	Laboratory Gown	pc.	5			
118	Laminating Film	roll	12			
119	Level Bar	no.	2			
120	Liquid Bleach Color Safe, 900ml	bot.	15			
121	Liquid Bleach, 1 gallon	gal.	20			
122	Liquid Bleach, 1 ltr.	bot.	47			
123	Logbook, 150 pages/pcs. (cloth Bound)	pc.	145			
124	Logbook, 300 pages/pcs. (cloth Bound)	pc.	72			
125	Logbook, 500 pages/pcs. (cloth Bound)	pc.	175			
126	Mailing Envelope (long)-White	pc.	220			
127	Mailing Envelope (short)-White	pc.	170			
128	Masking tape , 1"	roll	41			
129	Masking tape , 2"	roll	30			

130	Measuring Long tape - 50 meters (fiberglass)	unit	12			
131	Measuring Tape (Pulgadera) 10m.	unit	36			
132	Measuring Tape (Pulgadera) 5m.	unit	6			
133	Metal Clips (Stainless) 3", 6pcs./set	set	122			
134	Metal Clips (Stainless) 2", 6pcs./set	set	59			
135	Metal Clips (Stainless) 1.5", 6pcs./set	set	79			
136	Metal Clips (Stainless) 1.25", 6pcs./set	set	42			
137	Microfiber Cleaning Cloth, 3 pcs./pack	pack	107			
138	Mop and Broom Holder Mount/set	set	2			
139	Mop with Squeezer Bucket	no.	2			
140	Mosquito Repellant Spray, Water Based	bot.	77			
141	Multi Surface Cleaner 330ml	bot.	20			
142	Muriatic Acid (500ml)	bot.	26			
143	Mylar (610mmx20m)	roll	50			
144	Nano tape	roll	10			
145	Official Record Book (Numbered), 300 pages/pcs.	pc.	100			
146	Packing Tape 2" (Transparent)	roll	18			
147	Pail, Big	no.	5			
148	Paper Clips (Plastic Coated) big	box	70			
149	Paper Clips (Plastic Coated) small	box	15			
150	Paper Cutter (Heavy Duty)	no.	4			
151	Paper Fastener (Plastic ) long	box	130			
152	Paper Fastener (Plastic coated w/ steel )	box	103			
153	Pencil Eraser (big)	pc.	42			
154	Pencil Sharpener (Table Top)	no.	5			
155	Pencil, #2 (12pcs./box)	box	103			
156	Pentel Pen - Fine (Black), 12pcs/box	box	3			

157	Photo Paper - Glossy (A4), 20sheets/pack	pack	75			
158	Photo Paper - Matte (A4), 20sheets/pack	pack	70			
159	Plastic tabbing (label) 1.5"x .5"/pad	pad	52			
160	Plastic waste basket w/ cover, small	no.	37			
161	Portfolio Envelope (long)	pc.	200			
162	Portfolio Envelope (short)	pc.	20			
163	Puncher (heavy duty) / nos.	no.	34			
164	Push Pins/box	box	19			
165	PVC Flexible Plastic Sheets, Clear (A4)	pc.	300			
166	Raincoat	pc.	30			
167	Raincoat Butterfly w/ DPWH Logo - Orange	pc.	6			
168	Raincoat w/ pants (Large) w/ DPWH Logo - Orange	pc.	6			
169	Rubber Boots Size 8 & 10	pair	4			
170	Rubber Gloves, Heavy Duty	pair	18			
171	Rubberband, big	box	16			
172	Rug - Cloth	pc.	20			
173	Ruler - 12" (Flexible)	pc.	10			
174	Ruler - 12" (Colored)	pc.	10			
175	Ruler - 12" (Plastic)	pc.	35			
176	Safety Cover all Suit Heavy Duty w/ DPWH Logo	pc.	6			
177	Safety Shoes	pair	5			
178	Safety Vest w/ DPWH Logo (Reflectorized)	pc.	62			
179	Scientific Calculator 12 Digits	no.	17			
180	Scissors , heavy duty	no.	26			
181	Scratch Pad (5"x8") 100sheets/pad	pad	4			
182	Self-Inking Stamp "Certified Photocopy "	no.	1			
183	Sign Pen G -Tec-C3 0.3 (Black) 12pcs/box	box	55			
184	Sign Pen G -Tec-C3 0.3 (Blue) 12pcs/box	box	19			

185	Sign Pen G -Tec-C3 0.3 (Red) 12pcs/box	box	2			
186	Sign Pen G -Tec-C4 0.4 (Black) 12pcs/box	box	47			
187	Sign Pen G -Tec-C4 0.4 (Blue) 12pcs/box	box	32			
188	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	pc.	85			
189	Sign Pen My-Gel 0.5 (Black) 12 pcs/box	box.	76			
190	Sign Pen My-Gel 0.5 (Blue) 12 pcs/box	box.	76			
191	Sink and Drain Declogger 500ml	bot.	2			
192	Soft Broom	pc.	25			
193	Special Paper - Green /ream	ream	5			
194	Special paper - White (A4), 10 sheets/pack	pack	45			
195	Sponge Mop water absorption (folding)	no.	16			
196	SSD Card 1TB	pc.	10			
197	Stainless Steel Wool	pc.	6			
198	Stamping Pad	no.	2			
199	Stamping Pad ink (black) / bottles	bot.	11			
200	Stamping Pad ink (blue) / bottles	bot.	61			
201	Stamping Pad ink (purple) / bottles	bot.	10			
202	Stamping Pad ink (red) / bottles	bot.	10			
203	Staple Wire #35 / boxes	box	37			
204	Staple wire - Heavy Duty (15/16") /box	box	50			
205	Staple Wire Puller - (Plier Type)	no.	63			
206	Stapler, big (Heavy Duty)	no.	72			
207	Stapler, Paper Binding (Heavy Duty)	no.	1			
208	Stainless Steel Ruler - 24"	pc.	25			
209	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	pack	140			
210	Sticker Paper - Matte White (A4),	pack	35			

	20sheets/pack					
211	Sticker Paper - Glossy White (A4), 20sheets/pack	pack	18			
212	Sticky Note / pads "Please Sign"	pad	120			
213	Sticky Note/pads (0.5" x 2")	pad	15			
214	Sticky Note/pads (1.5" x 2")	pad	30			
215	Sticky Note/pads (2" x 2")	pad	10			
216	Sticky Note/pads (2" x 3")	pad	16			
217	Sticky Note/pads (3" x 3")	pad	169			
218	Sticky Note/pads (3" x 5")	pad	70			
219	Sticky Note/pads (4" x 3")	pad	15			
220	Sticky Note/pads (4" x 4")	pad	178			
221	Sticky Note/pads (4" x 5")	pad	32			
222	Sticky Notes/pads (1-3/8"x1-7/8")	pad	24			
223	Sticky Notes/pads (2.8"x2.5")	pad	30			
224	Storage Box, White (95L)	no.	3			
225	Surgical Face Mask	box	85			
226	Surgical Gloves, large	box	3			
227	Synthetic Nitrile Powder Free Gloves (L) 100/box	box	1			
228	Synthetic Nitrile Powder Free Gloves (M) 100/box	box	1			
229	Tape Dispenser, 1"	no.	10			
230	Thermal Paste 30g/tube	tube	25			
231	Thumbtacks /box	box	5			
232	Toilet bowl brush	pc.	10			
233	Toilet Bowl Cleaner 1000ml/bottles	bot.	82			
234	Toilet Bowl Cleaning Disc Starter 6s- Lavender	pc.	50			
235	Toilet Brush w/ Base (Long Handle)	no.	16			



236	Toilet Tissue Paper (2-ply-150 pulls)	roll	1000			
237	Traffic Cone	no.	4			
238	Transparent Flourescent Sticky Note - 200sheets/set	set	50			
239	Transparent plastic bag (18x29)	pc.	100			
240	Transparent Stationery Tape, 1/2"	roll	20			
241	Transparent Stationery Tape, 1"	roll	335			
242	Transparent Stationery Tape, 2"	roll	65			
243	Trash bins (big) w/ DPWH Logo, Green (Biodegradable)	no.	4			
244	Trash bins (big) w/ DPWH Logo, Red (Non-Biodegradable)	no.	4			
245	Trash bins (big) w/ DPWH Logo, Yellow (Recyclable)	no.	4			
246	USB 16 GB 3.0 version	pc.	29			
247	USB 32 GB 3.0 version	pc.	3			
248	USB 64 GB 3.0 version	pc.	55			
249	USB 128 GB 3.0 version	pc.	12			
250	USB 256 GB 3.0 version	pc.	6			
251	USB Port Hub	pc.	2			
252	Wheel Meter	no.	2			
253	Whisk Broom/Walis Tambo	no.	10			
254	White Board Eraser	pc.	2			
255	White Board Marker Broad (Black), 12pcs/box	box	12			
256	White Board w/ Aluminum Frame 30'x40'	pc.	50			
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x					

Total Amount of Bid:

(in words)

(in figures)

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

Name and Signature of Bidder: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Note: Columns 1 to 4 are to be filled up by the Procuring Entity.  
Columns 5 to 7 shall be filled up by the Bidder.

**For Goods Offered From Within the Philippines**  
**Note: Applicable to Foreign-Assisted Procurement**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component <sup>2</sup>	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4
1	Air freshener automatic spray (holder & refill)/set		3	set					
2	Air freshener automatic spray (refill) 269 ml.		12	bot.					
3	Air freshener pouch Tea Type		35	pc.					
4	Air freshener scented gel 180g		70	bot.					
5	Air freshener spray 320 ml. (Lavender)		82	bot.					
6	Antibacterial Hand Wash (500ml)		43	bot.					
7	Ballpen - 0.5mm - Black (50/box)		20	box					
8	Ballpen - 0.5mm - Blue (50/box)		15	box					
9	Ballpen - 0.5mm - Red (50/box)		2	box					
10	Ballpen - Classique 0.7mm - Black (12/box)		9	box					
11	Ballpen - Classique 0.7mm - Blue (12/box)		6	box					
12	Ballpen - Doodle Fine 0.5 (Blue)		8	pc.					
13	Ballpen - Doodle		8	pc.					

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

	Fine 0.5 (Green)								
14	Ballpen - Doodle Fine 0.5 (Pink)		8	pc.					
15	Ballpen - Doodle Fine 0.5 (Violet)		8	pc.					
16	Ballpen - Retractable (BP- 145-F) - Blue (12/box)		22	box					
17	Ballpen - Retractable (BP- 145-F) - Black (12/box)		36	box					
18	Bathroom Deodorizer w/ holder, 100g		99	pc.					
19	Battery double A, 4 pcs/pack		16	pack					
20	Battery Triple A , 4 pcs/pack		19	pack					
21	Binder Clips, 15mm (12/box)		8	box					
22	Binder Clips, 25mm/pcs (12/box)		19	box					
23	Binder Clips, 32mm/pcs (12/box)		22	box					
24	Binder Clips, 41mm/pcs (12/box)		55	box					
25	Binder Clips, 51mm/pcs (12/box)		22	box					
26	Binding Cover A4 Clear /pcs.		200	pc.					
27	Bond Paper, A3 (Sub. 20)		150	ream					
28	Bond Paper, A4 (Sub. 20)		3110	ream					
29	Bond Paper, legal (Sub. 20)		515	ream					
30	Bond Paper, long (Sub. 20)		215	ream					
31	Bond Paper, short (Sub. 20)		40	ream					
32	Broom and Dustpan/set		5	set					
33	Brown Envelope A4		50	pc.					
34	Brown Envelope		235	pc.					

	long								
35	Brown Envelope Short		80	pc.					
36	Calculator 12 Digits, Big		7	no.					
37	Caliper (Digital)		3	no.					
38	Cat6 LAN Cable - Pure Copper (1000ft/305m/box)		3	box					
39	Chemical Safety Mask		10	no.					
40	Clipboard (Foldable) - 360 degree cover		20	pc.					
41	Clipboard Folder (long)		40	pc.					
42	Clipboard Folder Wooden, (long)		6	pc.					
43	Clipboard with Filing Case 2 in 1 (A4 size)		4	pc.					
44	Color Pencil (Blue)		8	pc.					
45	Color Pencil (Green)		8	pc.					
46	Color Pencil 121 (Red)		8	pc.					
47	Color Pencil 105 (Yellow)		8	pc.					
48	Colored Memo Pads (3"x3") 400sheets/pad		4	pad					
49	Colored Memo Pads (3"x5") 400sheets/pad		4	pad					
50	Colored Memo Pads (4"x4") 400sheets/pad		4	pad					
51	Colored Memo Pads (4"x5") 400sheets/pad		4	pad					
52	Correction Pen (Metal Tip), 10ml.		60	pc.					
53	Correction Tape		322	pc.					
54	Cutter (Big), Heavy Duty		12	no.					
55	Dater small		11	no.					
56	Detergent Powder (All-		44	kg.					

	Purpose)/ 2 kg.								
57	Digital Weighing Scale		1	no.					
58	Dipper, black		12	pc.					
59	Dishwashing Liquid 500ml		75	bot.					
60	Dishwashing Sponge		23	pc.					
61	Disinfectant Spray (550 gms.) aerosol type		125	bot.					
62	Dishwashing Paste (200g)		70	pc.					
63	Document Tray File		3	no.					
64	Door mat - cloth		71	pc.					
65	Door mat - rubber, heavy duty		20	pc.					
66	Double Adhesive Strip (Transparent) - 5m/roll		5	roll					
67	Double Sided Foam Tape 1"x5m (Big Core)		4	roll					
68	Double sided Tape 1"		109	roll					
69	Double Sided Tape 1/2"		48	roll					
70	Double Sided Tape 1/4"		10	roll					
71	Double Sided Tape 3/4"		12	roll					
72	Drawing Pen 0.5 (Technical)-black (12/box)		5	box					
73	Duct Tape (Assorted Color) 2"/rolls		75	roll					
74	Duct Tape (Blue) 2"/rolls		25	roll					
75	Duct Tape (Red) 2"/rolls		5	roll					
76	Duct Tape (Silver) 2"/rolls		45	roll					
77	Dust Pan		14	pc.					
78	DVD RW/ w/ case		10	pc.					

79	Empty Sack, big		220	pc.					
80	Engineer's Field Book		10	pc.					
81	Expanded Envelope long		150	pc.					
82	Expanded Envelope short		150	pc.					
83	Expanded Folder, long		130	pc.					
84	External Hard Drive 1TB		5	unit					
85	External Hard Drive 2TB		13	unit					
86	Face Mask KN95 20 pcs./pack		15	pack					
87	Facial tissue 500sheets/box		9	box					
88	Feather Duster		15	pc.					
89	Filing Box with DPWH LOGO,		125	no.					
90	Filing Folder with DPWH LOGO 3"		1875	no.					
91	Filing Folder with DPWH LOGO, 1"		735	no.					
92	Fineliner Drawing Pen 0.2 (Black)		20	pc.					
93	Fineliner Drawing Pen 0.2 (Blue)		20	pc.					
94	First Aid Kit		5	set					
95	Floor Mop - 360 Rotating Spin Turbo		11	no.					
96	Floor Mop (heavy duty)		14	no.					
97	Folder long - Plastic (blue)		100	pc.					
98	Folder - White (long)		2510	pc.					
99	Folder - Clear (long)		9	pc.					
100	Fragrance Beads (Floral) /pouch		70	pc.					
101	Garbage bag, black (large, 2mm thickness) 10 pcs./pack		105	pack					
102	Garbage bag,		110	pack					

	black (extra large, 2mm thickness) 10 pcs./pack								
103	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack		80	pack					
104	Garbage bag, black (small, 2mm thickness) 10 pcs./roll		280	roll					
105	Glass Cleaner 500ml. Liquid spray		72	bot.					
106	Glossy Paper for Publishing (A3) - 50 sheets/pack		20	pack					
107	Glue (big)		130	bot.					
108	Glue Stick, big		150	pc.					
109	Glue Gun, heavy duty		8	no.					
110	Hand brush, big, heavy duty		10	pc.					
111	Hand Soap, Big		81	pc.					
112	Hard Hat w/ DPWH Logo- White		74	no.					
113	High Temperature Resistant Leather Gloves /pairs		4	pair					
114	Highlighter Pen (Asstd.) Pastel Colors		157	pc.					
115	Isoprophyl Alcohol 70% scented ,500ml.		740	bot.					
116	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.		5	bot.					
117	Laboratory Gown		5	pc.					
118	Laminating Film		12	roll					
119	Level Bar		2	no.					
120	Liquid Bleach Color Safe, 900ml		15	bot.					
121	Liquid Bleach, 1		20	gal.					



	gallon								
122	Liquid Bleach, 1 ltr.		47	bot.					
123	Logbook, 150 pages/pcs. (cloth Bound)		145	pc.					
124	Logbook, 300 pages/pcs. (cloth Bound)		72	pc.					
125	Logbook, 500 pages/pcs. (cloth Bound)		175	pc.					
126	Mailing Envelope (long)-White		220	pc.					
127	Mailing Envelope (short)-White		170	pc.					
128	Masking tape , 1"		41	roll					
129	Masking tape , 2"		30	roll					
130	Measuring Long tape - 50 meters (fiberglass)		12	unit					
131	Measuring Tape (Pulgadera) 10m.		36	unit					
132	Measuring Tape (Pulgadera) 5m.		6	unit					
133	Metal Clips (Stainless) 3", 6pcs./set		122	set					
134	Metal Clips (Stainless) 2", 6pcs./set		59	set					
135	Metal Clips (Stainless) 1.5", 6pcs./set		79	set					
136	Metal Clips (Stainless) 1.25", 6pcs./set		42	set					
137	Microfiber Cleaning Cloth, 3 pcs./pack		107	pack					
138	Mop and Broom Holder Mount/set		2	set					
139	Mop with Squeezer Bucket		2	no.					
140	Mosquito Repellant Spray, Water		77	bot.					

	Based								
141	Multi Surface Cleaner 330ml		20	bot.					
142	Muriatic Acid (500ml)		26	bot.					
143	Mylar (610mmx20m)		50	roll					
144	Nano tape		10	roll					
145	Official Record Book (Numbered), 300 pages/pcs.		100	pc.					
146	Packing Tape 2" (Transparent)		18	roll					
147	Pail, Big		5	no.					
148	Paper Clips (Plastic Coated) big		70	box					
149	Paper Clips (Plastic Coated) small		15	box					
150	Paper Cutter (Heavy Duty)		4	no.					
151	Paper Fastener (Plastic ) long		130	box					
152	Paper Fastener (Plastic coated w/ steel )		103	box					
153	Pencil Eraser (big)		42	pc.					
154	Pencil Sharpener (Table Top)		5	no.					
155	Pencil, #2 (12pcs./box)		103	box					
156	Pentel Pen - Fine (Black), 12pcs/box		3	box					
157	Photo Paper - Glossy (A4), 20sheets/pack		75	pack					
158	Photo Paper - Matte (A4), 20sheets/pack		70	pack					
159	Plastic tabbing (label) 1.5"x .5"/pad		52	pad					
160	Plastic waste basket w/ cover, small		37	no.					
161	Portfolio Envelope (long)		200	pc.					

162	Portfolio Envelope (short)		20	pc.					
163	Puncher (heavy duty) / nos.		34	no.					
164	Push Pins/box		19	box					
165	PVC Flexible Plastic Sheets, Clear (A4)		300	pc.					
166	Raincoat		30	pc.					
167	Raincoat Butterfly w/ DPWH Logo - Orange		6	pc.					
168	Raincoat w/ pants (Large) w/ DPWH Logo - Orange		6	pc.					
169	Rubber Boots Size 8 & 10		4	pair					
170	Rubber Gloves, Heavy Duty		18	pair					
171	Rubberband, big		16	box					
172	Rug - Cloth		20	pc.					
173	Ruler - 12" (Flexible)		10	pc.					
174	Ruler - 12" (Colored)		10	pc.					
175	Ruler - 12" (Plastic)		35	pc.					
176	Safety Cover all Suit Heavy Duty w/ DPWH Logo		6	pc.					
177	Safety Shoes		5	pair					
178	Safety Vest w/ DPWH Logo (Reflectorized)		62	pc.					
179	Scientific Calculator 12 Digits		17	no.					
180	Scissors , heavy duty		26	no.					
181	Scratch Pad (5"x8") 100sheets/pad		4	pad					
182	Self-Inking Stamp "Certified Photocopy "		1	no.					
183	Sign Pen G -Tec-C3 0.3 (Black) 12pcs/box		55	box					
184	Sign Pen G -Tec-		19	box					

	C3 0.3 (Blue) 12pcs/box								
185	Sign Pen G -Tec- C3 0.3 (Red) 12pcs/box		2	box					
186	Sign Pen G -Tec- C4 0.4 (Black) 12pcs/box		47	box					
187	Sign Pen G -Tec- C4 0.4 (Blue) 12pcs/box		32	box					
188	Sign Pen Hi- Tecpoint V5 (BX- V5) 0.5 (Black) /pcs		85	pc.					
189	Sign Pen My-Gel 0.5 (Black) 12 pcs/box		76	box.					
190	Sign Pen My-Gel 0.5 (Blue) 12 pcs/box		76	box.					
191	Sink and Drain Declogger 500ml		2	bot.					
192	Soft Broom		25	pc.					
193	Special Paper - Green /ream		5	ream					
194	Special paper - White (A4), 10 sheets/pack		45	pack					
195	Sponge Mop water absorption (folding)		16	no.					
196	SSD Card 1TB		10	pc.					
197	Stainless Steel Wool		6	pc.					
198	Stamping Pad		2	no.					
199	Stamping Pad ink (black) / bottles		11	bot.					
200	Stamping Pad ink (blue) / bottles		61	bot.					
201	Stamping Pad ink (purple) / bottles		10	bot.					
202	Stamping Pad ink (red) / bottles		10	bot.					
203	Staple Wire #35 / boxes		37	box					
204	Staple wire -		50	box					

	Heavy Duty (15/16") /box								
205	Staple Wire Puller - (Plier Type)		63	no.					
206	Stapler, big (Heavy Duty)		72	no.					
207	Stapler, Paper Binding (Heavy Duty)		1	no.					
208	Stainless Steel Ruler - 24"		25	pc.					
209	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack		140	pack					
210	Sticker Paper - Matte White (A4), 20sheets/pack		35	pack					
211	Sticker Paper - Glossy White (A4), 20sheets/pack		18	pack					
212	Sticky Note / pads "Please Sign"		120	pad					
213	Sticky Note/pads (0.5" x 2")		15	pad					
214	Sticky Note/pads (1.5" x 2")		30	pad					
215	Sticky Note/pads (2" x 2")		10	pad					
216	Sticky Note/pads (2" x 3")		16	pad					
217	Sticky Note/pads (3" x 3")		169	pad					
218	Sticky Note/pads (3" x 5")		70	pad					
219	Sticky Note/pads (4" x 3")		15	pad					
220	Sticky Note/pads (4" x 4")		178	pad					
221	Sticky Note/pads (4" x 5")		32	pad					
222	Sticky Notes/pads (1- 3/8"x1-7/8")		24	pad					
223	Sticky Notes/pads (2.8"x2.5")		30	pad					

224	Storage Box, White (95L)		3	no.					
225	Surgical Face Mask		85	box					
226	Surgical Gloves, large		3	box					
227	Synthetic Nitrile Powder Free Gloves (L) 100/box		1	box					
228	Synthetic Nitrile Powder Free Gloves (M) 100/box		1	box					
229	Tape Dispenser, 1"		10	no.					
230	Thermal Paste 30g/tube		25	tube					
231	Thumbtacks /box		5	box					
232	Toilet bowl brush		10	pc.					
233	Toilet Bowl Cleaner 1000ml/bottles		82	bot.					
234	Toilet Bowl Cleaning Disc Starter 6s- Lavender		50	pc.					
235	Toilet Brush w/ Base (Long Handle)		16	no.					
236	Toilet Tissue Paper (2-ply-150 pulls)		1000	roll					
237	Traffic Cone		4	no.					
238	Transparent Flourescent Sticky Note - 200sheets/set		50	set					
239	Transparent plastic bag (18x29)		100	pc.					
240	Transparent Stationery Tape, 1/2"		20	roll					
241	Transparent Stationery Tape, 1"		335	roll					
242	Transparent Stationery Tape,		65	roll					

	2"								
243	Trash bins (big) w/ DPWH Logo, Green (Biodegradable)		4	no.					
244	Trash bins (big) w/ DPWH Logo, Red (Non- Biodegradable)		4	no.					
245	Trash bins (big) w/ DPWH Logo, Yellow (Recyclable)		4	no.					
246	USB 16 GB 3.0 version		29	pc.					
247	USB 32 GB 3.0 version		3	pc.					
248	USB 64 GB 3.0 version		55	pc.					
249	USB 128 GB 3.0 version		12	pc.					
250	USB 256 GB 3.0 version		6	pc.					
251	USB Port Hub		2	pc.					
252	Wheel Meter		2	no.					
253	Whisk Broom/Walis Tambo		10	no.					
254	White Board Eraser		2	pc.					
255	White Board Marker Broad (Black), 12pcs/box		12	box					
256	White Board w/ Aluminum Frame 30'x40'		50	pc.					
	X-X-X-X-X-X-X-X								

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

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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



that ensure substantial equivalence to the standards and codes specified will be acceptable.

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

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

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

# ***Technical Specifications***

<b>TECHNICAL SPECIFICATIONS</b>			
<b>Item / Service</b>	<b>Maximum Quantity</b>	<b>Technical Specifications / Scope of Work</b>	<b>Statement of Compliance</b>
Air freshener automatic spray (holder & refill)/set	3		<i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution</i>
Air freshener automatic spray (refill) 269 ml.	12		
Air freshener pouch Tea Type	35		
Air freshener scented gel 180g	70		
Air freshener spray 320 ml. (Lavender)	82		
Antibacterial Hand Wash (500ml)	43		
Ballpen - 0.5mm - Black (50/box)	20		
Ballpen - 0.5mm - Blue (50/box)	15		
Ballpen - 0.5mm - Red (50/box)	2		
Ballpen - Classique 0.7mm - Black (12/box)	9		
Ballpen - Classique 0.7mm - Blue (12/box)	6		
Ballpen - Doodle Fine 0.5 (Blue)	8		
Ballpen - Doodle Fine 0.5 (Green)	8		
Ballpen - Doodle Fine 0.5 (Pink)	8		
Ballpen - Doodle Fine 0.5 (Violet)	8		
Ballpen - Retractable (BP-145-F) - Blue (12/box)	22		
Ballpen - Retractable (BP-145-F) - Black (12/box)	36		
Bathroom Deodorizer w/ holder, 100g	99		
Battery double A, 4 pcs/pack	16		
Battery Triple A , 4 pcs/pack	19		

Binder Clips, 15mm (12/box)	8		
Binder Clips, 25mm/pcs (12/box)	19		
Binder Clips, 32mm/pcs (12/box)	22		
Binder Clips, 41mm/pcs (12/box)	55		
Binder Clips, 51mm/pcs (12/box)	22		
Binding Cover A4 Clear /pcs.	200		
Bond Paper, A3 (Sub. 20)	150		
Bond Paper, A4 (Sub. 20)	3110		
Bond Paper, legal (Sub. 20)	515		
Bond Paper, long (Sub. 20)	215		
Bond Paper, short (Sub. 20)	40		
Broom and Dustpan/set	5		
Brown Envelope A4	50		
Brown Envelope long	235		
Brown Envelope Short	80		
Calculator 12 Digits, Big	7		
Caliper (Digital)	3		
Cat6 LAN Cable - Pure Copper (1000ft/305m/box)	3		
Chemical Safety Mask	10		
Clipboard (Foldable) - 360 degree cover	20		
Clipboard Folder (long)	40		
Clipboard Folder Wooden, (long)	6		
Clipboard with Filing Case 2 in 1 (A4 size)	4		
Color Pencil (Blue)	8		
Color Pencil (Green)	8		
Color Pencil 121 (Red)	8		
Color Pencil 105 (Yellow)	8		
Colored Memo Pads (3"x3") 400sheets/pad	4		

Colored Memo Pads (3"x5") 400sheets/pad	4		
Colored Memo Pads (4"x4") 400sheets/pad	4		
Colored Memo Pads (4"x5") 400sheets/pad	4		
Correction Pen (Metal Tip), 10ml.	60		
Correction Tape	322		
Cutter (Big), Heavy Duty	12		
Dater small	11		
Detergent Powder (All-Purpose)/ 2 kg.	44		
Digital Weighing Scale	1		
Dipper, black	12		
Dishwashing Liquid 500ml	75		
Dishwashing Sponge	23		
Disinfectant Spray (550 gms.) aerosol type	125		
Dishwashing Paste (200g)	70		
Document Tray File	3		
Door mat - cloth	71		
Door mat - rubber, heavy duty	20		
Double Adhesive Strip (Transparent) - 5m/roll	5		
Double Sided Foam Tape 1"x5m (Big Core)	4		
Double sided Tape 1"	109		
Double Sided Tape 1/2"	48		
Double Sided Tape 1/4"	10		
Double Sided Tape 3/4"	12		
Drawing Pen 0.5 (Technical)- black (12/box)	5		
Duct Tape (Assorted Color) 2"/rolls	75		

Duct Tape (Blue) 2"/rolls	25		
Duct Tape (Red) 2"/rolls	5		
Duct Tape (Silver) 2"/rolls	45		
Dust Pan	14		
DVD RW/ w/ case	10		
Empty Sack, big	220		
Engineer's Field Book	10		
Expanded Envelope long	150		
Expanded Envelope short	150		
Expanded Folder, long	130		
External Hard Drive 1TB	5		
External Hard Drive 2TB	13		
Face Mask KN95 20 pcs./pack	15		
Facial tissue 500sheets/box	9		
Feather Duster	15		
Filing Box with DPWH LOGO,	125		
Filing Folder with DPWH LOGO 3"	1875		
Filing Folder with DPWH LOGO, 1"	735		
Fineliner Drawing Pen 0.2 (Black)	20		
Fineliner Drawing Pen 0.2 (Blue)	20		
First Aid Kit	5		
Floor Mop - 360 Rotating Spin Turbo	11		
Floor Mop (heavy duty)	14		
Folder long - Plastic (blue)	100		
Folder - White (long)	2510		
Folder - Clear (long)	9		
Fragrance Beads (Floral) /pouch	70		
Garbage bag, black (large, 2mm thickness) 10 pcs./pack	105		

Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	110		
Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	80		
Garbage bag, black (small, 2mm thickness) 10 pcs./roll	280		
Glass Cleaner 500ml. Liquid spray	72		
Glossy Paper for Publishing (A3) - 50 sheets/pack	20		
Glue (big)	130		
Glue Stick, big	150		
Glue Gun, heavy duty	8		
Hand brush, big, heavy duty	10		
Hand Soap, Big	81		
Hard Hat w/ DPWH Logo-White	74		
High Temperature Resistant Leather Gloves /pairs	4		
Highlighter Pen (Asstd.) Pastel Colors	157		
Isoprophyl Alcohol 70% scented ,500ml.	740		
Isoprophyl Alcohol 70% with moisturizer pump ,500ml.	5		
Laboratory Gown	5		
Laminating Film	12		
Level Bar	2		
Liquid Bleach Color Safe, 900ml	15		
Liquid Bleach, 1 gallon	20		
Liquid Bleach, 1 ltr.	47		
Logbook, 150 pages/pcs. (cloth Bound)	145		
Logbook, 300 pages/pcs. (cloth Bound)	72		
Logbook, 500 pages/pcs. (cloth Bound)	175		
Mailing Envelope (long)-White	220		
Mailing Envelope (short)-White	170		

Masking tape , 1"	41		
Masking tape , 2"	30		
Measuring Long tape - 50 meters (fiberglass)	12		
Measuring Tape (Pulgadera) 10m.	36		
Measuring Tape (Pulgadera) 5m.	6		
Metal Clips (Stainless) 3", 6pcs./set	122		
Metal Clips (Stainless) 2", 6pcs./set	59		
Metal Clips (Stainless) 1.5", 6pcs./set	79		
Metal Clips (Stainless) 1.25", 6pcs./set	42		
Microfiber Cleaning Cloth, 3 pcs./pack	107		
Mop and Broom Holder Mount/set	2		
Mop with Squeezer Bucket	2		
Mosquito Repellant Spray, Water Based	77		
Multi Surface Cleaner 330ml	20		
Muriatic Acid (500ml)	26		
Mylar (610mmx20m)	50		
Nano tape	10		
Official Record Book (Numbered), 300 pages/pcs.	100		
Packing Tape 2" (Transparent)	18		
Pail, Big	5		
Paper Clips (Plastic Coated) big	70		
Paper Clips (Plastic Coated) small	15		
Paper Cutter (Heavy Duty)	4		
Paper Fastener (Plastic ) long	130		
Paper Fastener (Plastic coated w/ steel )	103		
Pencil Eraser (big)	42		
Pencil Sharpener (Table Top)	5		
Pencil, #2 (12pcs./box)	103		

Pentel Pen - Fine (Black), 12pcs/box	3		
Photo Paper - Glossy (A4), 20sheets/pack	75		
Photo Paper - Matte (A4), 20sheets/pack	70		
Plastic tabbing (label) 1.5"x .5"/pad	52		
Plastic waste basket w/ cover, small	37		
Portfolio Envelope (long)	200		
Portfolio Envelope (short)	20		
Puncher (heavy duty) / nos.	34		
Push Pins/box	19		
PVC Flexible Plastic Sheets, Clear (A4)	300		
Raincoat	30		
Raincoat Butterfly w/ DPWH Logo - Orange	6		
Raincoat w/ pants (Large) w/ DPWH Logo - Orange	6		
Rubber Boots Size 8 & 10	4		
Rubber Gloves, Heavy Duty	18		
Rubberband, big	16		
Rug - Cloth	20		
Ruler - 12" (Flexible)	10		
Ruler - 12" (Colored)	10		
Ruler - 12" (Plastic)	35		
Safety Cover all Suit Heavy Duty w/ DPWH Logo	6		
Safety Shoes	5		
Safety Vest w/ DPWH Logo (Reflectorized)	62		
Scientific Calculator 12 Digits	17		
Scissors , heavy duty	26		
Scratch Pad (5"x8") 100sheets/pad	4		
Self-Inking Stamp "Certified Photocopy "	1		



Sign Pen G -Tec-C3 0.3 (Black) 12pcs/box	55		
Sign Pen G -Tec-C3 0.3 (Blue) 12pcs/box	19		
Sign Pen G -Tec-C3 0.3 (Red) 12pcs/box	2		
Sign Pen G -Tec-C4 0.4 (Black) 12pcs/box	47		
Sign Pen G -Tec-C4 0.4 (Blue) 12pcs/box	32		
Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	85		
Sign Pen My-Gel 0.5 (Black) 12 pcs/box	76		
Sign Pen My-Gel 0.5 (Blue) 12 pcs/box	76		
Sink and Drain Declogger 500ml	2		
Soft Broom	25		
Special Paper - Green /ream	5		
Special paper - White (A4), 10 sheets/pack	45		
Sponge Mop water absorption (folding)	16		
SSD Card 1TB	10		
Stainless Steel Wool	6		
Stamping Pad	2		
Stamping Pad ink (black) / bottles	11		
Stamping Pad ink (blue) / bottles	61		
Stamping Pad ink (purple) / bottles	10		
Stamping Pad ink (red) / bottles	10		
Staple Wire #35 / boxes	37		
Staple wire - Heavy Duty (15/16") /box	50		
Staple Wire Puller - (Plier Type)	63		
Stapler, big (Heavy Duty)	72		
Stapler, Paper Binding (Heavy Duty)	1		
Stainless Steel Ruler - 24"	25		
Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	140		

Sticker Paper - Matte White (A4), 20sheets/pack	35		
Sticker Paper - Glossy White (A4), 20sheets/pack	18		
Sticky Note / pads "Please Sign"	120		
Sticky Note/pads (0.5" x 2")	15		
Sticky Note/pads (1.5" x 2")	30		
Sticky Note/pads (2" x 2")	10		
Sticky Note/pads (2" x 3")	16		
Sticky Note/pads (3" x 3")	169		
Sticky Note/pads (3" x 5")	70		
Sticky Note/pads (4" x 3")	15		
Sticky Note/pads (4" x 4")	178		
Sticky Note/pads (4" x 5")	32		
Sticky Notes/pads (1-3/8"x1-7/8")	24		
Sticky Notes/pads (2.8"x2.5")	30		
Storage Box, White (95L)	3		
Surgical Face Mask	85		
Surgical Gloves, large	3		
Synthetic Nitrile Powder Free Gloves (L) 100/box	1		
Synthetic Nitrile Powder Free Gloves (M) 100/box	1		
Tape Dispenser, 1"	10		
Thermal Paste 30g/tube	25		
Thumbtacks /box	5		
Toilet bowl brush	10		
Toilet Bowl Cleaner 1000ml/bottles	82		
Toilet Bowl Cleaning Disc Starter 6s- Lavender	50		
Toilet Brush w/ Base (Long Handle)	16		

Toilet Tissue Paper (2-ply-150 pulls)	1000		
Traffic Cone	4		
Transparent Flourescent Sticky Note - 200sheets/set	50		
Transparent plastic bag (18x29)	100		
Transparent Stationery Tape, 1/2"	20		
Transparent Stationery Tape, 1"	335		
Transparent Stationery Tape, 2"	65		
Trash bins (big) w/ DPWH Logo, Green (Biodegradable)	4		
Trash bins (big) w/ DPWH Logo, Red (Non-Biodegradable)	4		
Trash bins (big) w/ DPWH Logo, Yellow (Recyclable)	4		
USB 16 GB 3.0 version	29		
USB 32 GB 3.0 version	3		
USB 64 GB 3.0 version	55		
USB 128 GB 3.0 version	12		
USB 256 GB 3.0 version	6		
USB Port Hub	2		
Wheel Meter	2		
Whisk Broom/Walis Tambo	10		
White Board Eraser	2		
White Board Marker Broad (Black), 12pcs/box	12		
White Board w/ Aluminum Frame 30'x40'	50		
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x			

## ***Section VIII. Bidding Forms***

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

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 0 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 0.

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

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

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

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## Bid Form

---

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

Invitation to Bid<sup>4</sup> N°: \_\_\_\_\_

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

Gentlemen and/or Ladies:

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

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

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

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 0 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>5</sup>

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

(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.

---

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

<sup>5</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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

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

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

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

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

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

## Contract Agreement Form

---

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

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and (f) the Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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



Signed, sealed, delivered by	the	(for the Entity)
Signed, sealed, delivered by	the	(for the Supplier).

## Omnibus Sworn Statement

---

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

### AFFIDAVIT

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

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

If a sole proprietorship: I am the sole proprietor 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]*;

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

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of Project]* of the *[Name of Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached [state the title of attached document showing proof of authorization (*e.g. duly notarized Secretary's Certificate issued by the corporation or members of the joint venture*)];

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:* I am 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 a cooperative:* None of the officers and members of the *[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;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the  
Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if

any; and

- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
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 and 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's Authorized Representative]*

Bidder's Representative/Authorized Signatory

*[Insert signatory's legal*

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

**PRICE SCHEDULE FOR GOODS OFFERED****Contract ID No.: 24GGB001****Contract Name: Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>5</b>	<b>6</b>	<b>7</b>
<b>Item No.</b>	<b>Description</b>	<b>ABC</b>	<b>Quantity /Unit</b>		<b>Unit Cost (Peso)</b>	<b>Total Cost (Peso)</b>	<b>Delivery Schedule</b>
1	Air freshener automatic spray (holder & refill)/set		3	set			
2	Air freshener automatic spray (refill) 269 ml.		12	bot.			
3	Air freshener pouch Tea Type		35	pc.			
4	Air freshener scented gel 180g		70	bot.			
5	Air freshener spray 320 ml. (Lavender)		82	bot.			
6	Antibacterial Hand Wash (500ml)		43	bot.			
7	Ballpen - 0.5mm - Black (50/box)		20	box			
8	Ballpen - 0.5mm - Blue (50/box)		15	box			
9	Ballpen - 0.5mm - Red (50/box)		2	box			
10	Ballpen - Classique 0.7mm - Black (12/box)		9	box			
11	Ballpen - Classique 0.7mm - Blue (12/box)		6	box			
12	Ballpen - Doodle Fine 0.5 (Blue)		8	pc.			
13	Ballpen - Doodle Fine 0.5 (Green)		8	pc.			
14	Ballpen - Doodle Fine 0.5 (Pink)		8	pc.			
15	Ballpen - Doodle Fine 0.5 (Violet)		8	pc.			
16	Ballpen - Retractable (BP-145-F) - Blue (12/box)		22	box			
17	Ballpen - Retractable (BP-145-F) - Black (12/box)		36	box			
18	Bathroom Deodorizer w/ holder, 100g		99	pc.			
19	Battery double A, 4 pcs/pack		16	pack			
20	Battery Triple A, 4 pcs/pack		19	pack			
21	Binder Clips, 15mm (12/box)		8	box			
22	Binder Clips, 25mm/pcs (12/box)		19	box			

23	Binder Clips, 32mm/pcs (12/box)		22	box			
24	Binder Clips, 41mm/pcs (12/box)		55	box			
25	Binder Clips, 51mm/pcs (12/box)		22	box			
26	Binding Cover A4 Clear /pcs.		200	pc.			
27	Bond Paper, A3 (Sub. 20)		150	ream			
28	Bond Paper, A4 (Sub. 20)		3110	ream			
29	Bond Paper, legal (Sub. 20)		515	ream			
30	Bond Paper, long (Sub. 20)		215	ream			
31	Bond Paper, short (Sub. 20)		40	ream			
32	Broom and Dustpan/set		5	set			
33	Brown Envelope A4		50	pc.			
34	Brown Envelope long		235	pc.			
35	Brown Envelope Short		80	pc.			
36	Calculator 12 Digits, Big		7	no.			
37	Caliper (Digital)		3	no.			
38	Cat6 LAN Cable - Pure Copper (1000ft/305m/box)		3	box			
39	Chemical Safety Mask		10	no.			
40	Clipboard (Foldable) - 360 degree cover		20	pc.			
41	Clipboard Folder (long)		40	pc.			
42	Clipboard Folder Wooden, (long)		6	pc.			
43	Clipboard with Filing Case 2 in 1 (A4 size)		4	pc.			
44	Color Pencil (Blue)		8	pc.			
45	Color Pencil (Green)		8	pc.			
46	Color Pencil 121 (Red)		8	pc.			
47	Color Pencil 105 (Yellow)		8	pc.			
48	Colored Memo Pads (3"x3") 400sheets/pad		4	pad			
49	Colored Memo Pads (3"x5") 400sheets/pad		4	pad			
50	Colored Memo Pads (4"x4") 400sheets/pad		4	pad			
51	Colored Memo Pads (4"x5") 400sheets/pad		4	pad			
52	Correction Pen (Metal Tip), 10ml.		60	pc.			
53	Correction Tape		322	pc.			
54	Cutter (Big), Heavy Duty		12	no.			
55	Dater small		11	no.			
56	Detergent Powder (All-Purpose)/ 2 kg.		44	kg.			
57	Digital Weighing Scale		1	no.			

58	Dipper, black		12	pc.			
59	Dishwashing Liquid 500ml		75	bot.			
60	Dishwashing Sponge		23	pc.			
61	Disinfectant Spray (550 gms.) aerosol type		125	bot.			
62	Dishwashing Paste (200g)		70	pc.			
63	Document Tray File		3	no.			
64	Door mat - cloth		71	pc.			
65	Door mat - rubber, heavy duty		20	pc.			
66	Double Adhesive Strip (Transparent) - 5m/roll		5	roll			
67	Double Sided Foam Tape 1"x5m (Big Core)		4	roll			
68	Double sided Tape 1"		109	roll			
69	Double Sided Tape 1/2"		48	roll			
70	Double Sided Tape 1/4"		10	roll			
71	Double Sided Tape 3/4"		12	roll			
72	Drawing Pen 0.5 (Technical)- black (12/box)		5	box			
73	Duct Tape (Assorted Color) 2"/rolls		75	roll			
74	Duct Tape (Blue) 2"/rolls		25	roll			
75	Duct Tape (Red) 2"/rolls		5	roll			
76	Duct Tape (Silver) 2"/rolls		45	roll			
77	Dust Pan		14	pc.			
78	DVD RW/ w/ case		10	pc.			
79	Empty Sack, big		220	pc.			
80	Engineer's Field Book		10	pc.			
81	Expanded Envelope long		150	pc.			
82	Expanded Envelope short		150	pc.			
83	Expanded Folder, long		130	pc.			
84	External Hard Drive 1TB		5	unit			
85	External Hard Drive 2TB		13	unit			
86	Face Mask KN95 20 pcs./pack		15	pack			
87	Facial tissue 500sheets/box		9	box			
88	Feather Duster		15	pc.			
89	Filing Box with DPWH LOGO,		125	no.			
90	Filing Folder with DPWH LOGO 3"		1875	no.			
91	Filing Folder with DPWH LOGO, 1"		735	no.			

92	Fineliner Drawing Pen 0.2 (Black)		20	pc.			
93	Fineliner Drawing Pen 0.2 (Blue)		20	pc.			
94	First Aid Kit		5	set			
95	Floor Mop - 360 Rotating Spin Turbo		11	no.			
96	Floor Mop (heavy duty)		14	no.			
97	Folder long - Plastic (blue)		100	pc.			
98	Folder - White (long)		2510	pc.			
99	Folder - Clear (long)		9	pc.			
100	Fragrance Beads (Floral) /pouch		70	pc.			
101	Garbage bag, black (large, 2mm thickness) 10 pcs./pack		105	pack			
102	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack		110	pack			
103	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack		80	pack			
104	Garbage bag, black (small, 2mm thickness) 10 pcs./roll		280	roll			
105	Glass Cleaner 500ml. Liquid spray		72	bot.			
106	Glossy Paper for Publishing (A3) - 50 sheets/pack		20	pack			
107	Glue (big)		130	bot.			
108	Glue Stick, big		150	pc.			
109	Glue Gun, heavy duty		8	no.			
110	Hand brush, big, heavy duty		10	pc.			
111	Hand Soap, Big		81	pc.			
112	Hard Hat w/ DPWH Logo-White		74	no.			
113	High Temperature Resistant Leather Gloves /pairs		4	pair			
114	Highlighter Pen (Asstd.) Pastel Colors		157	pc.			
115	Isoprophyl Alcohol 70% scented ,500ml.		740	bot.			
116	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.		5	bot.			
117	Laboratory Gown		5	pc.			
118	Laminating Film		12	roll			
119	Level Bar		2	no.			
120	Liquid Bleach Color Safe, 900ml		15	bot.			
121	Liquid Bleach, 1 gallon		20	gal.			

122	Liquid Bleach, 1 ltr.		47	bot.			
123	Logbook, 150 pages/pcs. (cloth Bound)		145	pc.			
124	Logbook, 300 pages/pcs. (cloth Bound)		72	pc.			
125	Logbook, 500 pages/pcs. (cloth Bound)		175	pc.			
126	Mailing Envelope (long)-White		220	pc.			
127	Mailing Envelope (short)-White		170	pc.			
128	Masking tape , 1"		41	roll			
129	Masking tape , 2"		30	roll			
130	Measuring Long tape - 50 meters (fiberglass)		12	unit			
131	Measuring Tape (Pulgadera) 10m.		36	unit			
132	Measuring Tape (Pulgadera) 5m.		6	unit			
133	Metal Clips (Stainless) 3", 6pcs./set		122	set			
134	Metal Clips (Stainless) 2", 6pcs./set		59	set			
135	Metal Clips (Stainless) 1.5", 6pcs./set		79	set			
136	Metal Clips (Stainless) 1.25", 6pcs./set		42	set			
137	Microfiber Cleaning Cloth, 3 pcs./pack		107	pack			
138	Mop and Broom Holder Mount/set		2	set			
139	Mop with Squeezer Bucket		2	no.			
140	Mosquito Repellant Spray, Water Based		77	bot.			
141	Multi Surface Cleaner 330ml		20	bot.			
142	Muriatic Acid (500ml)		26	bot.			
143	Mylar (610mmx20m)		50	roll			
144	Nano tape		10	roll			
145	Official Record Book (Numbered), 300 pages/pcs.		100	pc.			
146	Packing Tape 2" (Transparent)		18	roll			
147	Pail, Big		5	no.			
148	Paper Clips (Plastic Coated) big		70	box			
149	Paper Clips (Plastic Coated) small		15	box			
150	Paper Cutter (Heavy Duty)		4	no.			
151	Paper Fastener (Plastic ) long		130	box			
152	Paper Fastener (Plastic coated w/ steel )		103	box			
153	Pencil Eraser (big)		42	pc.			
154	Pencil Sharpener (Table Top)		5	no.			
155	Pencil, #2 (12pcs./box)		103	box			



156	Pentel Pen - Fine (Black), 12pcs/box		3	box			
157	Photo Paper - Glossy (A4), 20sheets/pack		75	pack			
158	Photo Paper - Matte (A4), 20sheets/pack		70	pack			
159	Plastic tabbing (label) 1.5"x .5"/pad		52	pad			
160	Plastic waste basket w/ cover, small		37	no.			
161	Portfolio Envelope (long)		200	pc.			
162	Portfolio Envelope (short)		20	pc.			
163	Puncher (heavy duty) / nos.		34	no.			
164	Push Pins/box		19	box			
165	PVC Flexible Plastic Sheets, Clear (A4)		300	pc.			
166	Raincoat		30	pc.			
167	Raincoat Butterfly w/ DPWH Logo - Orange		6	pc.			
168	Raincoat w/ pants (Large) w/ DPWH Logo - Orange		6	pc.			
169	Rubber Boots Size 8 & 10		4	pair			
170	Rubber Gloves, Heavy Duty		18	pair			
171	Rubberband, big		16	box			
172	Rug - Cloth		20	pc.			
173	Ruler - 12" (Flexible)		10	pc.			
174	Ruler - 12" (Colored)		10	pc.			
175	Ruler - 12" (Plastic)		35	pc.			
176	Safety Cover all Suit Heavy Duty w/ DPWH Logo		6	pc.			
177	Safety Shoes		5	pair			
178	Safety Vest w/ DPWH Logo (Reflectorized)		62	pc.			
179	Scientific Calculator 12 Digits		17	no.			
180	Scissors , heavy duty		26	no.			
181	Scratch Pad (5"x8") 100sheets/pad		4	pad			
182	Self-Inking Stamp "Certified Photocopy "		1	no.			
183	Sign Pen G -Tec-C3 0.3 (Black) 12pcs/box		55	box			
184	Sign Pen G -Tec-C3 0.3 (Blue) 12pcs/box		19	box			
185	Sign Pen G -Tec-C3 0.3 (Red) 12pcs/box		2	box			
186	Sign Pen G -Tec-C4 0.4 (Black) 12pcs/box		47	box			
187	Sign Pen G -Tec-C4 0.4 (Blue) 12pcs/box		32	box			
188	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs		85	pc.			

189	Sign Pen My-Gel 0.5 (Black) 12 pcs/box		76	box.			
190	Sign Pen My-Gel 0.5 (Blue) 12 pcs/box		76	box.			
191	Sink and Drain Declogger 500ml		2	bot.			
192	Soft Broom		25	pc.			
193	Special Paper - Green /ream		5	ream			
194	Special paper - White (A4), 10 sheets/pack		45	pack			
195	Sponge Mop water absorption (folding)		16	no.			
196	SSD Card 1TB		10	pc.			
197	Stainless Steel Wool		6	pc.			
198	Stamping Pad		2	no.			
199	Stamping Pad ink (black) / bottles		11	bot.			
200	Stamping Pad ink (blue) / bottles		61	bot.			
201	Stamping Pad ink (purple) / bottles		10	bot.			
202	Stamping Pad ink (red) / bottles		10	bot.			
203	Staple Wire #35 / boxes		37	box			
204	Staple wire - Heavy Duty (15/16") /box		50	box			
205	Staple Wire Puller - (Plier Type)		63	no.			
206	Stapler, big (Heavy Duty)		72	no.			
207	Stapler, Paper Binding (Heavy Duty)		1	no.			
208	Stainless Steel Ruler - 24"		25	pc.			
209	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack		140	pack			
210	Sticker Paper - Matte White (A4), 20sheets/pack		35	pack			
211	Sticker Paper - Glossy White (A4), 20sheets/pack		18	pack			
212	Sticky Note / pads "Please Sign"		120	pad			
213	Sticky Note/pads (0.5" x 2")		15	pad			
214	Sticky Note/pads (1.5" x 2")		30	pad			
215	Sticky Note/pads (2" x 2")		10	pad			
216	Sticky Note/pads (2" x 3")		16	pad			
217	Sticky Note/pads (3" x 3")		169	pad			
218	Sticky Note/pads (3" x 5")		70	pad			
219	Sticky Note/pads (4" x 3")		15	pad			
220	Sticky Note/pads (4" x 4")		178	pad			
221	Sticky Note/pads (4" x 5")		32	pad			

222	Sticky Notes/pads (1-3/8"x1-7/8")		24	pad			
223	Sticky Notes/pads (2.8"x2.5")		30	pad			
224	Storage Box, White (95L)		3	no.			
225	Surgical Face Mask		85	box			
226	Surgical Gloves, large		3	box			
227	Synthetic Nitrile Powder Free Gloves (L) 100/box		1	box			
228	Synthetic Nitrile Powder Free Gloves (M) 100/box		1	box			
229	Tape Dispenser, 1"		10	no.			
230	Thermal Paste 30g/tube		25	tube			
231	Thumbtacks /box		5	box			
232	Toilet bowl brush		10	pc.			
233	Toilet Bowl Cleaner 1000ml/bottles		82	bot.			
234	Toilet Bowl Cleaning Disc Starter 6s- Lavender		50	pc.			
235	Toilet Brush w/ Base (Long Handle)		16	no.			
236	Toilet Tissue Paper (2-ply-150 pulls)		1000	roll			
237	Traffic Cone		4	no.			
238	Transparent Flourescent Sticky Note - 200sheets/set		50	set			
239	Transparent plastic bag (18x29)		100	pc.			
240	Transparent Stationery Tape, 1/2"		20	roll			
241	Transparent Stationery Tape, 1"		335	roll			
242	Transparent Stationery Tape, 2"		65	roll			
243	Trash bins (big) w/ DPWH Logo, Green (Biodegradable)		4	no.			
244	Trash bins (big) w/ DPWH Logo, Red (Non- Biodegradable)		4	no.			
245	Trash bins (big) w/ DPWH Logo, Yellow (Recyclable)		4	no.			
246	USB 16 GB 3.0 version		29	pc.			
247	USB 32 GB 3.0 version		3	pc.			
248	USB 64 GB 3.0 version		55	pc.			
249	USB 128 GB 3.0 version		12	pc.			
250	USB 256 GB 3.0 version		6	pc.			
251	USB Port Hub		2	pc.			

252	Wheel Meter		2	no.			
253	Whisk Broom/Walis Tambo		10	no.			
254	White Board Eraser		2	pc.			
255	White Board Marker Broad (Black), 12pcs/box		12	box			
256	White Board w/ Aluminum Frame 30'x40'		50	pc.			
	X-X-X-X-X-X-X-X-X-X-X-X-X-X						
	X-X-X-X-X-X-X-X-X-X-X-X-X-X						
	<b>Total :</b>	<b><u>Php 4,353,227.50</u></b>					
Total Amount of Bid:							
(in words)				(in figure)			

**STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR IN NATURE**

**Business Name:**

**Business Address:**

Name of Contract /Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

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1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

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

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

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

**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 Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Note: This statement shall be supported with:							Total Cost	

1. Notice of Award and/or Contract/Purchase Order
2. Notice to Proceed issued by owner/Certificate of Completion/Official Receipt
3. Certificate of Accomplishment signed by the owner or authorized representative

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

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

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

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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



Financial Documents

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

***Class "B" Documents***

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

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

