

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: 25GGB04

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

CONTRACT LOCATION: DPWH, San Jose, Antique

**Start Date for Issuance of Bidding Documents: May 13,
2025**

Date of Opening of Bids: June 3, 2025

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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

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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.: 25GGB04

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 2025** intends to apply the sum of **Php 6,025,064.75** being the ABC to payments under the contract for **Contract ID No.: 25GGB04 - 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 **60 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 **May 13, 2025 until before 10:00 A.M. of June 3, 2025** 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 **Ten Thousand Pesos Only (Php 10,000.00)***. 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 **May 21, 2025 @ 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 June 3, 2025**. 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 **June 3, 2025 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)-641-8435
Email: bactwgantique@yahoo.com
escanillasta@dpwh.gov.ph

12. You may visit the following websites:

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

Date of issue: May 13, 2025


MARTIN DAVE F. OPERIO
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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

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

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

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, Department of Public Works and Highways Antique District Engineering Office, San Jose, Antique invites Bids for the 25GGB04 - Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique</p> <p>The scope of the Works under this Contract is Procurement of Office Supplies</p>
2.1	The GOP through the source of funding for EAO 2025 in the amount of Php 6,025,064.75 (ABC).
2.2	<p>The source of funding is:</p> <p>a. NGA, the General Appropriation Act or Special Appropriation.</p>
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Procurement of Office Supplies</p> <p>b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
8.1	The Procuring Entity will hold a Pre-Bid Conference for this Project is on May 21, 2025 @ 10:00 A.M. at Bidding Room, Ground Floor Maintenance Building, DPWH-Antique District Engineering Office, San Jose, Antique
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> <p>a. The amount of not less than 2% of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than 5% of ABC if bid security is in Surety Bond.</p>
15	Each Bidder shall submit original copy, copy 1 and copy 2 of the first and second components of its bid. All documents must be in A4 size bond paper.
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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<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>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	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>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> "The terms of payment shall be as follows: _____."
3	Performance Security
4	The inspections and tests that will be conducted is: <i>N/A</i>
5	Warranty

Section VI. Schedule of Requirements

Contract ID No.: 25GGB04

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.

Item Number	Description	Quantity	Unit	Total	Delivered, Days, Weeks/Months
1	Air freshener automatic spray (holder & refill)/set	14	set		
2	Air freshener automatic spray (refill) Lavender & Vanilla - 269 ml.	20	bot.		
3	Air freshener pouch, Tea Type	130	pc.		
4	Air freshener scented gel 180g	82	bot.		
5	Air freshener spray 320 ml. (Lavender)	98	bot.		
6	All-purpose Glue Stick	51	pc.		
7	All-purpose Cleaner 1L	20	bot.		
8	Antibacterial Hand Wash (500ml)	87	bot.		
9	Ballpen - 0.5mm - Black (50/box)	7	box		
10	Ballpen - 0.5mm - Blue (50/box)	9	box		
11	Ballpen - Crystal Tech Pen - Black (NS 0.7 Tip)	3	box		
12	Ballpen - Crystal Tech Pen - Blue (NS 0.7 Tip)	3	box		
13	Ballpen - Retractable (BP-145-F) - Blue (12/box)	16	box		
14	Ballpen - Retractable (BP-145-F) - Black (12/box)	15	box		
15	Ballpen - Retractable (RX- Gel Pen 0.5) - Black (10/box)	60	box		
16	Bathroom Deodorizer w/ holder, 100g	115	pc.		
17	Battery charger	2	no.		
18	Battery double A chargeable, 2 pcs/pack	33	pack		
19	Battery double A, 4 pcs/pack	71	pack		
20	Battery Triple A, 4 pcs/pack	56	pack		
21	Blank Synthetic label sticker for Epson C4050 (100mmx30Mtr/roll)	100	roll		
22	Binder Clips, 15mm (12/box)	70	box		
23	Binder Clips, 25mm/pcs (12/box)	12	box		
24	Binder Clips, 32mm/pcs (12/box)	56	box		
25	Binder Clips, 51mm/pcs (12/box)	68	box		
26	Bond Paper, A3 (Sub. 20)	450	ream		
27	Bond Paper, A4 (Sub. 20)	3,355	ream		
28	Bond Paper, legal (Sub. 20)	513	ream		
29	Bond Paper, long (Sub. 20)	617	ream		
30	Bond Paper, short (Sub. 20)	50	ream		
31	Broom and Dustpan/set (Heavy Duty)	25	set		
32	Brown Envelope A4	350	pc.		
33	Brown Envelope long	600	pc.		
34	Brown Envelope Short	50	pc.		
35	Calculator 12 Digits, Big	4	no.		

36	Carbon Paper (Black) - 100 sheets/pack	6	pack		
37	Carbon Paper (Blue) - 100 sheets/pack	14	pack		
38	Chalk Stone, 144pcs/box	1	box		
39	Color Pencil (12 colors)	10	box		
40	Color Pencil (8 colors)	20	box		
41	Colored Memo Pads (3"x3") 400sheets/pad	4	pad		
42	Colored Memo Pads (3"x5") 400sheets/pad	4	pad		
43	Colored Memo Pads (4"x4") 400sheets/pad	20	pad		
44	Construction Paper - Short (250sheets/ream)	5	ream		
45	Construction Paper - A4 (20sheets/pack)	25	pack		
46	Correction Pen (Metal Tip), 10ml.	76	pc.		
47	Correction Tape	397	pc.		
48	Cutter Knife (Big), Heavy Duty	36	no.		
49	Cutter Knife Blade, big 10pcs/tube	5	tube		
50	Dater, small	15	no.		
51	Dater, Big	10	no.		
52	Detergent Powder (All-Purpose)/ 500g.	100	g.		
53	Detergent Powder (All-Purpose)/ 2 kg.	30	kg.		
54	Dipper, black	26	pc.		
55	Dishwashing Liquid 500ml	197	bot.		
56	Dishwashing Sponge	129	pc.		
57	Disinfectant Spray (510 gms.) aerosol type	78	bot.		
58	Diswashing Paste (200g)	45	pc.		
59	Diswashing Paste (400g)	80	pc.		
60	Document Tray File	4	no.		
61	Door mat - cloth (thick), heavy duty	110	pc.		
62	Door mat - rubber, heavy duty	24	pc.		
63	Double Sided Foam Tape 1"x5m (Big Core)	24	roll		
64	Double Sided Foam Tape 2"x5m (Big Core)	4	roll		
65	Double sided Tape 1"	137	roll		
66	Double Sided Tape 1/2"	10	roll		
67	Double Sided Tape 2"	20	roll		
68	Drawing Pen 0.2 - black (12/box)	3	box		
69	Drawing Pen 0.5 (Technical)- black (12/box)	30	box		
70	Duct Tape (Assorted Color) 2"/rolls	111	roll		
71	Duct Tape (Yellow) 2"/rolls	20	roll		
72	Duct Tape (Red) 2"/rolls	20	roll		
73	Duct Tape (Silver) 2"/rolls	40	roll		
74	Dust Pan (heavy duty)	12	pc.		
75	Empty Sack, big	500	pc.		
76	Engineer's Field Book	107	pc.		
77	Enhancing Polish, 330ml	20	bot.		
78	Expanded Envelope long, brown	400	pc.		
79	Expanded Folder (Green), long	225	pc.		
80	External Hard Drive 1TB	13	unit		
81	External Hard Drive-SSD (Type C), 1TB	4	unit		
82	External Hard Drive 2TB	10	unit		
83	Fabric Conditioner (25ml)	100	sachet		
84	Face Mask KN95 - (Gray & Black) 20 pcs./pack	210	pack		
85	Face Mask 3D - (White) 50 pcs./pack	500	pack		

86	Face Towel 11"x18", thick	150	pc.		
87	Facial tissue 500sheets/box	44	box		
88	Filing Box with DPWH LOGO,	80	no.		
89	Filing Folder with DPWH LOGO 3"	2,010	no.		
90	Filing Folder with DPWH LOGO, 1"	630	no.		
91	Fineliner Drawing Pen 0.2 (Black)	196	pc.		
92	Fineliner Drawing Pen 0.2 (Blue)	136	pc.		
93	Fineliner Drawing Pen 0.3 (Blue)	36	pc.		
94	Fineliner Drawing Pen 0.5 (Black)	100	pc.		
95	Fineliner Drawing Pen 0.5 (Blue)	100	pc.		
96	Fineliner Drawing Pen 0.8 (Black)	100	pc.		
97	Fineliner Drawing Pen 0.8 (Blue)	100	pc.		
98	Fingertip Moistener 20g	25	pc.		
99	First Aid Kit	7	set		
100	Flash Stamp Ink Refill (Blue)	10	bot.		
101	Floor scrub brush with long handle (heavy duty)	14	no.		
102	Floor Mop (heavy duty)	24	no.		
103	Folder long - Plastic (blue)	500	pc.		
104	Folder - White (long)	2,850	pc.		
105	Garbage bag, black (large, 2mm thickness) 10 pcs./pack	350	pack		
106	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	300	pack		
107	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	200	pack		
108	Garbage bag, black (small, 2mm thickness) 10 pcs./roll	380	roll		
109	Glass Cleaner 500ml. Liquid spray	102	bot.		
110	Glossy Paper for Publishing (A3) - 50 sheets/pack	10	pack		
111	Glue (big)	70	bot.		
112	Glue Stick, big	90	pc.		
113	Glue Stick, small	10	pc.		
114	Glue Tape	22	pc.		
115	Glue Gun, heavy duty	8	no.		
116	Gun Tacker, heavy duty (R23-1008F)	9	no.		
117	Hand brush, big, heavy duty	29	pc.		
118	Hand Soap, Big	50	pc.		
119	Hard Hat w/ DPWH Logo-White	24	no.		
120	High Temperature Resistant Leather Gloves /pairs	4	pair		
121	Highlighter Pen (Asstd.)	279	pc.		
122	Index Label Sticker 44mmx12mm /pad	44	pad		
123	Isoprophyl Alcohol 70% scented ,500ml.	487	bot.		
124	Isoprophyl Alcohol 70% with moisturizer pump, 500ml.	20	bot.		
125	Isoprophyl Alcohol 70% with moisturizer, 1 gal.	24	gal.		
126	Jumbo Bag Tonner Bag (1000-1500 kg capacity)	30	pc.		
127	Laminating Film - 9"/roll (125 & 250microns)	5	roll		
128	Laminating Film, A4 - 100sheets/pack	4	pack		
129	Laser Pointer Rechargeable Pen 2.4GHz	2	no.		
130	Liquid Bleach Color Safe, 900ml	10	bot.		

131	Liquid Bleach, 1 gallon	24	gal.		
132	Liquid Bleach, 1 ltr.	87	bot.		
133	Logbook, 150 pages/pcs.	50	pc.		
134	Logbook, 300 pages/pcs.	30	pc.		
135	Logbook, 500 pages/pcs.	45	pc.		
136	Mailing Envelope (long)-White	150	pc.		
137	Mailing Envelope (long)-White, window type	200	pc.		
138	Mailing Envelope (short)-White	50	pc.		
139	Masking tape, 1/2"	24	roll		
140	Masking tape, 1"	76	roll		
141	Masking tape, 2"	74	roll		
142	Measuring Long tape - 50 meters	11	no.		
143	Measuring Long tape - 100 meters	6	no.		
144	Measuring Tape (Pulgadera) 8m.	10	no.		
145	Measuring Tape (Pulgadera) 5m.	44	no.		
146	Metal Clips (Stainless) 3", 6pcs./set	10	set		
147	Metal Clips (Stainless) 1.5", 6pcs./set	20	set		
148	Microfiber Cleaning Cloth 3pcs/pack	101	pc.		
149	Microfiber Dust Mop 110cm (full set)	6	no.		
150	Mosquito Repellant Spray, Water Based 500 ml	106	bot.		
151	Muriatic Acid (500ml)	45	bot.		
152	Mylar (610mmx20m)	200	roll		
153	Nano tape	10	roll		
154	Numbering Stamp, 8 digit, 3mm	10	no.		
155	Numbering Stamp, 8 digit, 4mm	10	no.		
156	Official Record Book (Numbered), 500 pages/pcs.	100	pc.		
157	Packing Tape 2" (Transparent)	25	roll		
158	Pail, Big (Heavy Duty)	24	no.		
159	Paint brush 2"	6	pc.		
160	Paper Clips, 50mm (Plastic Coated)	103	box		
161	Paper Cutter/Trimmer (Heavy Duty) A3/A4	3	no.		
162	Paper Fastener (Plastic) long	40	box		
163	Paper Fastener (Plastic coated w/ steel)	132	box		
164	Pencil Eraser (big)	72	pc.		
165	Pencil Sharpener (Table Top)	25	no.		
166	Pencil, #2 (12pcs./box)	97	box		
167	Pentel Pen - Fine (Black), 12pcs/box	39	box		
168	Pentel Pen - Fine (Blue), 12pcs/box	21	box		
169	Photo Paper - Glossy (A4), 20sheets/pack	105	pack		
170	Photo Paper - Matte (A4), 20sheets/pack	20	pack		
171	Plas Chamois	2	pc.		
172	Plastic Ring binder 2", 100pcs/box	100	box		
173	Plastic Ring binder 1/2", 100pcs/box	100	box		
174	Plastic Storage Basket File Tray (Tabletop) - A4	3	no.		
175	Plastic tabbing (label) 1.5"x .5"/pad	10	pad		
176	Plastic tabbing (Alphabet) 5pcs/box	10	box		
177	Plastic waste basket w/ cover, small	5	no.		
178	Portfolio Envelope (long)	130	pc.		
179	Portfolio Envelope (long) - Blue	50	pc.		
180	Puncher (heavy duty) / nos.	15	no.		

181	Push Pins 100pcs/box	3	box		
182	PVC Binding Cover (A4) 100pcs/pack	1	pc.		
183	PVC Binding Cover (Long) 100pcs/pack	1	pc.		
184	PVC Flexible Plastic Sheets, Clear (A4)	300	pc.		
185	Quink Ink Bottle Refill for Fountain Pen (Black)	10	bot.		
186	Round Mesh Pencil/Pen Stationery Holder	57	no.		
187	Rubber Gloves, Heavy Duty (Elbow high)	24	pair		
188	Rubberband, big 350g/box	54	box		
189	Rug - Cloth	10	pc.		
190	Ruler - 12" (Flexible)	9	pc.		
191	Ruler - 12" (Colored)	10	pc.		
192	Ruler - 12" (Transparent)	18	pc.		
193	Scientific Calculator 12 Digits	15	no.		
194	Scissors, heavy duty	41	no.		
195	Self Inking Stamp	6	no.		
196	Self Inking Stamp "Completed DoTS Center"	2	no.		
197	Self Inking Stamp "For and in the absence"	2	no.		
198	Self Inking Stamp "Certified True Copy"	12	no.		
199	Self Inking Stamp "Certified Machine Copy"	2	no.		
200	Self Inking Stamp "Certified Photocopy"	2	no.		
201	Self Inking Stamp "PAID"	2	no.		
202	Self Inking Stamp "Received" - Round Type	5	no.		
203	Sign Pen 0.2 (Black) 12pcs/box	10	box		
204	Sign Pen 0.2 (Blue) 12pcs/box	12	box		
205	Sign Pen 0.3 (Black) 12pcs/box	58	box		
206	Sign Pen 0.3 (Blue) 12pcs/box	10	box		
207	Sign Pen 0.4 (Black) 12pcs/box	31	box		
208	Sign Pen 0.4 (Blue) 12pcs/box	31	box		
209	Sign Pen 0.5 (Black) 12pcs/box	21	box		
210	Sign Pen 0.5 (Blue) 12pcs/box	31	box		
211	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	53	pc.		
212	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Blue) /pcs	33	pc.		
213	Sign Pen 0.3 (Blue) 12 pcs/box	6	box.		
214	Sign Pen 0.5 (Black) 12 pcs/box	30	box.		
215	Sign Pen 0.5 (Blue) 12 pcs/box	60	box.		
216	Sign Pen 0.7 (Black) 12 pcs/box	50	box.		
217	Sign Pen 0.7 (Blue) 12 pcs/box	31	box.		
218	Sign Pen Retractable Hyper Gel 0.5 (Black) 12 pcs/box	20	box.		
219	Sign Pen Retractable Hyper Gel 0.5 (Blue) 12 pcs/box	25	box.		
220	Soft Broom (Heavy Duty)	45	pc.		
221	Special board paper - White (A4), 10 sheets/pack	30	pack		
222	Sponge Mop water absorption (folding)	26	no.		
223	Spray Paint, 400cc (Blue)	20	bot.		
224	Spray Paint, 400cc (Red)	32	bot.		
225	Spray Paint, 400cc (White)	12	bot.		
226	Stainless Steel Wire Floor Brush	6	no.		
227	Stamping Pad	13	no.		
228	Stamping Pad ink (black) / bottles	6	bot.		

229	Stamping Pad ink (blue) / bottles	31	bot.		
230	Stamping Pad ink (violet) / bottles	20	bot.		
231	Staple Wire #35 / boxes	95	box		
232	Staple Wire 1008F / box	45	box		
233	Staple Wire Puller - (Plier Type)	27	no.		
234	Stapler HD-50DF (Heavy Duty)	23	no.		
235	Stapler, Paper Binding (Heavy Duty) 240 sheets capacity	2	no.		
236	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	17	pack		
237	Sticker Paper - Matte White (A4), 20sheets/pack	75	pack		
238	Sticker Paper - Glossy White (A4), 20sheets/pack	30	pack		
239	Sticky Note / pads "Sign Here"	405	pad		
240	Sticky Note/pads (2" x 3")	58	pad		
241	Sticky Note/pads (3" x 3")	75	pad		
242	Sticky Note/pads (3" x 5")	59	pad		
243	Sticky Note/pads (4" x 4")	110	pad		
244	Sticky Note/pads (4" x 6")	12	pad		
245	Sticky Notes/pads (1.75" x 2")	30	pad		
246	Sticky Notes/pads (2.8"x2.5")	15	pad		
247	Surgical Gloves, large	5	box		
248	Synthetic Nitrile Powder Free Gloves (L) 100/box	1	box		
249	Synthetic Nitrile Powder Free Gloves (M) 100/box	1	box		
250	Tape Dispenser, 1"	20	no.		
251	Toilet bowl brush	24	pc.		
252	Toilet Bowl Cleaner 1000ml/bottles	114	bot.		
253	Toilet Bowl Cleaning Disc Starter 6s	10	pc.		
254	Toilet Brush w/ Base (Long Handle)	14	no.		
255	Toilet Tissue Paper (2-ply-150 pulls)	2050	roll		
256	Transparent plastic bag (18x29)	250	pc.		
257	Transparent Stationery Tape, 1/2"	72	roll		
258	Transparent Stationery Tape, 1"	236	roll		
259	Transparent Stationery Tape, 2"	30	roll		
260	USB 16 GB 3.0 version	58	pc.		
261	USB 32 GB 3.0 version	16	pc.		
262	USB 64 GB 3.0 version	28	pc.		
263	USB 64 GB OTG Type C	44	pc.		
264	USB 128 GB 3.0 version	5	pc.		
265	Velum Paper and Board (A4 200gsm), 10sheets/pack	15	pc.		
266	Wet Wipes, 80sheets/pack	30	pack		
267	Wheel Meter	9	no.		
268	Whisk Broom/Walis Tambo	12	no.		
269	White Board Eraser	17	pc.		
270	White Board Marker Broad (Black), 12pcs/box	59	box		
271	White Board w/ Aluminum Frame 4x8 ft.	2	pc.		
272	White Board w/ Aluminum Frame 2x2.5 ft.	8	pc.		
273	White Board w/ Aluminum Frame 12"x16"	7	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: June 3, 2025

1	2	3	4	5	6	7
Item No.	Description	Unit	Quantity	Unit Bid Price(Peso)	Total Bid Price(Peso)²	Delivery Schedule
1	Air freshener automatic spray (holder & refill)/set	set	14			
2	Air freshener automatic spray (refill) Lavender & Vanilla - 269 ml.	bot.	20			
3	Air freshener pouch, Tea Type	pc.	130			
4	Air freshener scented gel 180g	bot.	82			
5	Air freshener spray 320 ml. (Lavender)	bot.	98			
6	All-purpose Glue Stick	pc.	51			
7	All-purpose Cleaner 1L	bot.	20			
8	Antibacterial Hand Wash (500ml)	bot.	87			
9	Ballpen - 0.5mm - Black (50/box)	box	7			
10	Ballpen - 0.5mm - Blue (50/box)	box	9			
11	Ballpen - Crystal Tech Pen - Black (NS 0.7 Tip)	box	3			
12	Ballpen - Crystal Tech Pen - Blue (NS 0.7 Tip)	box	3			
13	Ballpen - Retractable (BP-145-F) - Blue (12/box)	box	16			
14	Ballpen - Retractable (BP-145-F) - Black (12/box)	box	15			
15	Ballpen - Retractable (RX- Gel Pen 0.5) - Black (10/box)	box	60			
16	Bathroom Deodorizer w/ holder, 100g	pc.	115			
17	Battery charger	no.	2			
18	Battery double A chargeable, 2 pcs/pack	pack	33			
19	Battery double A, 4	pack	71			

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.

	pcs/pack					
20	Battery Triple A , 4 pcs/pack	pack	56			
21	Blank Synthetic label sticker for Epson C4050 (100mmx30Mtr/roll)	roll	100			
22	Binder Clips, 15mm (12/box)	box	70			
23	Binder Clips, 25mm/pcs (12/box)	box	12			
24	Binder Clips, 32mm/pcs (12/box)	box	56			
25	Binder Clips, 51mm/pcs (12/box)	box	68			
26	Bond Paper, A3 (Sub. 20)	ream	450			
27	Bond Paper, A4 (Sub. 20)	ream	3,355			
28	Bond Paper, legal (Sub. 20)	ream	513			
29	Bond Paper, long (Sub. 20)	ream	617			
30	Bond Paper, short (Sub. 20)	ream	50			
31	Broom and Dustpan/set (Heavy Duty)	set	25			
32	Brown Envelope A4	pc.	350			
33	Brown Envelope long	pc.	600			
34	Brown Envelope Short	pc.	50			
35	Calculator 12 Digits, Big	no.	4			
36	Carbon Paper (Black) - 100 sheets/pack	pack	6			
37	Carbon Paper (Blue) - 100 sheets/pack	pack	14			
38	Chalk Stone, 144pcs/box	box	1			
39	Color Pencil (12 colors)	box	10			
40	Color Pencil (8 colors)	box	20			
41	Colored Memo Pads (3"x3") 400sheets/pad	pad	4			
42	Colored Memo Pads (3"x5") 400sheets/pad	pad	4			
43	Colored Memo Pads (4"x4") 400sheets/pad	pad	20			
44	Construction Paper - Short (250sheets/ream)	ream	5			
45	Construction Paper - A4 (20sheets/pack)	pack	25			
46	Correction Pen (Metal Tip), 10ml.	pc.	76			

47	Correction Tape	pc.	397			
48	Cutter Knife (Big), Heavy Duty	no.	36			
49	Cutter Knife Blade, big 10pcs/tube	tube	5			
50	Dater, small	no.	15			
51	Dater, Big	no.	10			
52	Detergent Powder (All-Purpose)/ 500g.	g.	100			
53	Detergent Powder (All-Purpose)/ 2 kg.	kg.	30			
54	Dipper, black	pc.	26			
55	Dishwashing Liquid 500ml	bot.	197			
56	Dishwashing Sponge	pc.	129			
57	Disinfectant Spray (510 gms.) aerosol type	bot.	78			
58	Diswashing Paste (200g)	pc.	45			
59	Diswashing Paste (400g)	pc.	80			
60	Document Tray File	no.	4			
61	Door mat - cloth (thick), heavy duty	pc.	110			
62	Door mat - rubber, heavy duty	pc.	24			
63	Double Sided Foam Tape 1"x5m (Big Core)	roll	24			
64	Double Sided Foam Tape 2"x5m (Big Core)	roll	4			
65	Double sided Tape 1"	roll	137			
66	Double Sided Tape 1/2"	roll	10			
67	Double Sided Tape 2"	roll	20			
68	Drawing Pen 0.2 - black (12/box)	box	3			
69	Drawing Pen 0.5 (Technical)- black (12/box)	box	30			
70	Duct Tape (Assorted Color) 2"/rolls	roll	111			
71	Duct Tape (Yellow) 2"/rolls	roll	20			
72	Duct Tape (Red) 2"/rolls	roll	20			
73	Duct Tape (Silver) 2"/rolls	roll	40			
74	Dust Pan (heavy duty)	pc.	12			
75	Empty Sack, big	pc.	500			
76	Engineer's Field Book	pc.	107			
77	Enhancing Polish, 330ml	bot.	20			

78	Expanded Envelope long, brown	pc.	400			
79	Expanded Folder (Green), long	pc.	225			
80	External Hard Drive 1TB	unit	13			
81	External Hard Drive-SSD (Type C), 1TB	unit	4			
82	External Hard Drive 2TB	unit	10			
83	Fabric Conditioner (25ml)	sachet	100			
84	Face Mask KN95 - (Gray & Black) 20 pcs./pack	pack	210			
85	Face Mask 3D - (White) 50 pcs./pack	pack	500			
86	Face Towel 11"x18", thick	pc.	150			
87	Facial tissue 500sheets/box	box	44			
88	Filing Box with DPWH LOGO,	no.	80			
89	Filing Folder with DPWH LOGO 3"	no.	2,010			
90	Filing Folder with DPWH LOGO, 1"	no.	630			
91	Fineliner Drawing Pen 0.2 (Black)	pc.	196			
92	Fineliner Drawing Pen 0.2 (Blue)	pc.	136			
93	Fineliner Drawing Pen 0.3 (Blue)	pc.	36			
94	Fineliner Drawing Pen 0.5 (Black)	pc.	100			
95	Fineliner Drawing Pen 0.5 (Blue)	pc.	100			
96	Fineliner Drawing Pen 0.8 (Black)	pc.	100			
97	Fineliner Drawing Pen 0.8 (Blue)	pc.	100			
98	Fingertip Moistener 20g	pc.	25			
99	First Aid Kit	set	7			
100	Flash Stamp Ink Refill (Blue)	bot.	10			
101	Floor scrub brush with long handle (heavy duty)	no.	14			
102	Floor Mop (heavy duty)	no.	24			
103	Folder long - Plastic (blue)	pc.	500			
104	Folder - White (long)	pc.	2,850			
105	Garbage bag, black (large, 2mm thickness)	pack	350			

	10 pcs./pack					
106	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	pack	300			
107	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	pack	200			
108	Garbage bag, black (small, 2mm thickness) 10 pcs./roll	roll	380			
109	Glass Cleaner 500ml. Liquid spray	bot.	102			
110	Glossy Paper for Publishing (A3) - 50 sheets/pack	pack	10			
111	Glue (big)	bot.	70			
112	Glue Stick, big	pc.	90			
113	Glue Stick, small	pc.	10			
114	Glue Tape	pc.	22			
115	Glue Gun, heavy duty	no.	8			
116	Gun Tacker, heavy duty (R23-1008F)	no.	9			
117	Hand brush, big, heavy duty	pc.	29			
118	Hand Soap, Big	pc.	50			
119	Hard Hat w/ DPWH Logo-White	no.	24			
120	High Temperature Resistant Leather Gloves /pairs	pair	4			
121	Highlighter Pen (Asstd.)	pc.	279			
122	Index Label Sticker 44mmx12mm /pad	pad	44			
123	Isoprophyl Alcohol 70% scented ,500ml.	bot.	487			
124	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.	bot.	20			
125	Isoprophyl Alcohol 70% with moisturizer, 1 gal.	gal.	24			
126	Jumbo Bag Tonner Bag (1000-1500 kg capacity)	pc.	30			
127	Laminating Film - 9"/roll (125 & 250microns)	roll	5			
128	Laminating Film, A4 - 100sheets/pack	pack	4			
129	Laser Pointer Rechargeable Pen 2.4GHz	no.	2			

130	Liquid Bleach Color Safe, 900ml	bot.	10			
131	Liquid Bleach, 1 gallon	gal.	24			
132	Liquid Bleach, 1 ltr.	bot.	87			
133	Logbook, 150 pages/pcs.	pc.	50			
134	Logbook, 300 pages/pcs.	pc.	30			
135	Logbook, 500 pages/pcs.	pc.	45			
136	Mailing Envelope (long)-White	pc.	150			
137	Mailing Envelope (long)-White, window type	pc.	200			
138	Mailing Envelope (short)-White	pc.	50			
139	Masking tape , 1/2"	roll	24			
140	Masking tape , 1"	roll	76			
141	Masking tape , 2"	roll	74			
142	Measuring Long tape - 50 meters	no.	11			
143	Measuring Long tape - 100 meters	no.	6			
144	Measuring Tape (Pulgadera) 8m.	no.	10			
145	Measuring Tape (Pulgadera) 5m.	no.	44			
146	Metal Clips (Stainless) 3", 6pcs./set	set	10			
147	Metal Clips (Stainless) 1.5", 6pcs./set	set	20			
148	Microfiber Cleaning Cloth 3pcs/pack	pc.	101			
149	Microfiber Dust Mop 110cm (full set)	no.	6			
150	Mosquito Repellant Spray, Water Based 500 ml	bot.	106			
151	Muriatic Acid (500ml)	bot.	45			
152	Mylar (610mmx20m)	roll	200			
153	Nano tape	roll	10			
154	Numbering Stamp, 8 digit, 3mm	no.	10			
155	Numbering Stamp, 8 digit, 4mm	no.	10			
156	Official Record Book (Numbered), 500 pages/pcs.	pc.	100			
157	Packing Tape 2" (Transparent)	roll	25			
158	Pail, Big (Heavy Duty)	no.	24			

159	Paint brush 2"	pc.	6			
160	Paper Clips, 50mm (Plastic Coated)	box	103			
161	Paper Cutter/Trimmer (Heavy Duty) A3/A4	no.	3			
162	Paper Fastener (Plastic) long	box	40			
163	Paper Fastener (Plastic coated w/ steel)	box	132			
164	Pencil Eraser (big)	pc.	72			
165	Pencil Sharpener (Table Top)	no.	25			
166	Pencil, #2 (12pcs./box)	box	97			
167	Pentel Pen - Fine (Black), 12pcs/box	box	39			
168	Pentel Pen - Fine (Blue), 12pcs/box	box	21			
169	Photo Paper - Glossy (A4), 20sheets/pack	pack	105			
170	Photo Paper - Matte (A4), 20sheets/pack	pack	20			
171	Plas Chamois	pc.	2			
172	Plastic Ring binder 2", 100pcs/box	box	100			
173	Plastic Ring binder 1/2", 100pcs/box	box	100			
174	Plastic Storage Basket File Tray (Tabletop) - A4	no.	3			
175	Plastic tabbing (label) 1.5"x .5"/pad	pad	10			
176	Plastic tabbing (Alphabet) 5pcs/box	box	10			
177	Plastic waste basket w/ cover, small	no.	5			
178	Portfolio Envelope (long)	pc.	130			
179	Portfolio Envelope (long) - Blue	pc.	50			
180	Puncher (heavy duty) / nos.	no.	15			
181	Push Pins 100pcs/box	box	3			
182	PVC Binding Cover (A4) 100pcs/pack	pc.	1			
183	PVC Binding Cover (Long) 100pcs/pack	pc.	1			
184	PVC Flexible Plastic Sheets, Clear (A4)	pc.	300			
185	Quink Ink Bottle Refill for Fountain Pen (Black)	bot.	10			
186	Round Mesh Pencil/Pen	no.	57			

	Stationery Holder					
187	Rubber Gloves, Heavy Duty (Elbow high)	pair	24			
188	Rubberband, big 350g/box	box	54			
189	Rug - Cloth	pc.	10			
190	Ruler - 12" (Flexible)	pc.	9			
191	Ruler - 12" (Colored)	pc.	10			
192	Ruler - 12" (Transparent)	pc.	18			
193	Scientific Calculator 12 Digits	no.	15			
194	Scissors , heavy duty	no.	41			
195	Self Inking Stamp	no.	6			
196	Self Inking Stamp "Completed DoTS Center"	no.	2			
197	Self Inking Stamp "For and in the absence"	no.	2			
198	Self Inking Stamp "Certified True Copy"	no.	12			
199	Self Inking Stamp "Certified Machine Copy"	no.	2			
200	Self Inking Stamp "Certified Photocopy"	no.	2			
201	Self Inking Stamp "PAID"	no.	2			
202	Self Inking Stamp "Received" - Round Type	no.	5			
203	Sign Pen 0.2 (Black) 12pcs/box	box	10			
204	Sign Pen 0.2 (Blue) 12pcs/box	box	12			
205	Sign Pen 0.3 (Black) 12pcs/box	box	58			
206	Sign Pen 0.3 (Blue) 12pcs/box	box	10			
207	Sign Pen 0.4 (Black) 12pcs/box	box	31			
208	Sign Pen 0.4 (Blue) 12pcs/box	box	31			
209	Sign Pen 0.5 (Black) 12pcs/box	box	21			
210	Sign Pen 0.5 (Blue) 12pcs/box	box	31			
211	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	pc.	53			
212	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Blue) /pcs	pc.	33			
213	Sign Pen 0.3 (Blue) 12 pcs/box	box.	6			

214	Sign Pen 0.5 (Black) 12 pcs/box	box.	30			
215	Sign Pen 0.5 (Blue) 12 pcs/box	box.	60			
216	Sign Pen 0.7 (Black) 12 pcs/box	box.	50			
217	Sign Pen 0.7 (Blue) 12 pcs/box	box.	31			
218	Sign Pen Retractable Hyper Gel 0.5 (Black) 12 pcs/box	box.	20			
219	Sign Pen Retractable Hyper Gel 0.5 (Blue) 12 pcs/box	box.	25			
220	Soft Broom (Heavy Duty)	pc.	45			
221	Special board paper - White (A4), 10 sheets/pack	pack	30			
222	Sponge Mop water absorption (folding)	no.	26			
223	Spray Paint, 400cc (Blue)	bot.	20			
224	Spray Paint, 400cc (Red)	bot.	32			
225	Spray Paint, 400cc (White)	bot.	12			
226	Stainless Steel Wire Floor Brush	no.	6			
227	Stamping Pad	no.	13			
228	Stamping Pad ink (black) / bottles	bot.	6			
229	Stamping Pad ink (blue) / bottles	bot.	31			
230	Stamping Pad ink (violet) / bottles	bot.	20			
231	Staple Wire #35 / boxes	box	95			
232	Staple Wire 1008F / box	box	45			
233	Staple Wire Puller - (Plier Type)	no.	27			
234	Stapler HD-50DF (Heavy Duty)	no.	23			
235	Stapler, Paper Binding (Heavy Duty) 240 sheets capacity	no.	2			
236	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	pack	17			
237	Sticker Paper - Matte White (A4), 20sheets/pack	pack	75			
238	Sticker Paper - Glossy White (A4),	pack	30			

	20sheets/pack					
239	Sticky Note / pads "Sign Here"	pad	405			
240	Sticky Note/pads (2" x 3")	pad	58			
241	Sticky Note/pads (3" x 3")	pad	75			
242	Sticky Note/pads (3" x 5")	pad	59			
243	Sticky Note/pads (4" x 4")	pad	110			
244	Sticky Note/pads (4" x 6")	pad	12			
245	Sticky Notes/pads (1.75" x 2")	pad	30			
246	Sticky Notes/pads (2.8"x2.5")	pad	15			
247	Surgical Gloves, large	box	5			
248	Synthetic Nitrile Powder Free Gloves (L) 100/box	box	1			
249	Synthetic Nitrile Powder Free Gloves (M) 100/box	box	1			
250	Tape Dispenser, 1"	no.	20			
251	Toilet bowl brush	pc.	24			
252	Toilet Bowl Cleaner 1000ml/bottles	bot.	114			
253	Toilet Bowl Cleaning Disc Starter 6s	pc.	10			
254	Toilet Brush w/ Base (Long Handle)	no.	14			
255	Toilet Tissue Paper (2-ply-150 pulls)	roll	2050			
256	Transparent plastic bag (18x29)	pc.	250			
257	Transparent Stationery Tape, 1/2"	roll	72			
258	Transparent Stationery Tape, 1"	roll	236			
259	Transparent Stationery Tape, 2"	roll	30			
260	USB 16 GB 3.0 version	pc.	58			
261	USB 32 GB 3.0 version	pc.	16			
262	USB 64 GB 3.0 version	pc.	28			
263	USB 64 GB OTG Type C	pc.	44			
264	USB 128 GB 3.0 version	pc.	5			
265	Velum Paper and Board (A4 200gsm), 10sheets/pack	pc.	15			

266	Wet Wipes, 80sheets/pack	pack	30			
267	Wheel Meter	no.	9			
268	Whisk Broom/Walis Tambo	no.	12			
269	White Board Eraser	pc.	17			
270	White Board Marker Broad (Black), 12pcs/box	box	59			
271	White Board w/ Aluminum Frame 4x8 ft.	pc.	2			
272	White Board w/ Aluminum Frame 2x2.5 ft.	pc.	8			
273	White Board w/ Aluminum Frame 12"x16"	pc.	7			
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X					

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 Bid³ 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 ²	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		14	set					
2	Air freshener automatic spray (refill) Lavender & Vanilla - 269 ml.		20	bot.					
3	Air freshener pouch, Tea Type		130	pc.					
4	Air freshener scented gel 180g		82	bot.					
5	Air freshener spray 320 ml. (Lavender)		98	bot.					
6	All-purpose Glue Stick		51	pc.					
7	All-purpose Cleaner 1L		20	bot.					
8	Antibacterial Hand Wash (500ml)		87	bot.					
9	Ballpen - 0.5mm - Black (50/box)		7	box					
10	Ballpen - 0.5mm - Blue (50/box)		9	box					
11	Ballpen - Crystal Tech Pen - Black (NS 0.7 Tip)		3	box					
12	Ballpen - Crystal Tech Pen - Blue		3	box					

³ If ADB, JICA and WB funded projects, use IFB.

	(NS 0.7 Tip)								
13	Ballpen - Retractable (BP-145-F) - Blue (12/box)		16	box					
14	Ballpen - Retractable (BP-145-F) - Black (12/box)		15	box					
15	Ballpen - Retractable (RX-Gel Pen 0.5) - Black (10/box)		60	box					
16	Bathroom Deodorizer w/ holder, 100g		115	pc.					
17	Battery charger		2	no.					
18	Battery double A chargeable, 2 pcs/pack		33	pack					
19	Battery double A, 4 pcs/pack		71	pack					
20	Battery Triple A , 4 pcs/pack		56	pack					
21	Blank Synthetic label sticker for Epson C4050 (100mmx30Mtr/roll)		100	roll					
22	Binder Clips, 15mm (12/box)		70	box					
23	Binder Clips, 25mm/pcs (12/box)		12	box					
24	Binder Clips, 32mm/pcs (12/box)		56	box					
25	Binder Clips, 51mm/pcs (12/box)		68	box					
26	Bond Paper, A3 (Sub. 20)		450	ream					
27	Bond Paper, A4 (Sub. 20)		3,355	ream					
28	Bond Paper, legal (Sub. 20)		513	ream					
29	Bond Paper, long (Sub. 20)		617	ream					
30	Bond Paper, short (Sub. 20)		50	ream					
31	Broom and		25	set					

	Dustpan/set (Heavy Duty)								
32	Brown Envelope A4		350	pc.					
33	Brown Envelope long		600	pc.					
34	Brown Envelope Short		50	pc.					
35	Calculator 12 Digits, Big		4	no.					
36	Carbon Paper (Black) - 100 sheets/pack		6	pack					
37	Carbon Paper (Blue) - 100 sheets/pack		14	pack					
38	Chalk Stone, 144pcs/box		1	box					
39	Color Pencil (12 colors)		10	box					
40	Color Pencil (8 colors)		20	box					
41	Colored Memo Pads (3"x3") 400sheets/pad		4	pad					
42	Colored Memo Pads (3"x5") 400sheets/pad		4	pad					
43	Colored Memo Pads (4"x4") 400sheets/pad		20	pad					
44	Construction Paper - Short (250sheets/ream)		5	ream					
45	Construction Paper - A4 (20sheets/pack)		25	pack					
46	Correction Pen (Metal Tip), 10ml.		76	pc.					
47	Correction Tape		397	pc.					
48	Cutter Knife (Big), Heavy Duty		36	no.					
49	Cutter Knife Blade, big 10pcs/tube		5	tube					
50	Dater, small		15	no.					
51	Dater, Big		10	no.					
52	Detergent		100	g.					

	Powder (All-Purpose)/ 500g.								
53	Detergent Powder (All-Purpose)/ 2 kg.		30	kg.					
54	Dipper, black		26	pc.					
55	Dishwashing Liquid 500ml		197	bot.					
56	Dishwashing Sponge		129	pc.					
57	Disinfectant Spray (510 gms.) aerosol type		78	bot.					
58	Diswashing Paste (200g)		45	pc.					
59	Diswashing Paste (400g)		80	pc.					
60	Document Tray File		4	no.					
61	Door mat - cloth (thick), heavy duty		110	pc.					
62	Door mat - rubber, heavy duty		24	pc.					
63	Double Sided Foam Tape 1"x5m (Big Core)		24	roll					
64	Double Sided Foam Tape 2"x5m (Big Core)		4	roll					
65	Double sided Tape 1"		137	roll					
66	Double Sided Tape 1/2"		10	roll					
67	Double Sided Tape 2"		20	roll					
68	Drawing Pen 0.2 - black (12/box)		3	box					
69	Drawing Pen 0.5 (Technical)- black (12/box)		30	box					
70	Duct Tape (Assorted Color) 2"/rolls		111	roll					
71	Duct Tape (Yellow) 2"/rolls		20	roll					
72	Duct Tape (Red)		20	roll					

	2"/rolls								
73	Duct Tape (Silver) 2"/rolls		40	roll					
74	Dust Pan (heavy duty)		12	pc.					
75	Empty Sack, big		500	pc.					
76	Engineer's Field Book		107	pc.					
77	Enhancing Polish, 330ml		20	bot.					
78	Expanded Envelope long, brown		400	pc.					
79	Expanded Folder (Green), long		225	pc.					
80	External Hard Drive 1TB		13	unit					
81	External Hard Drive-SSD (Type C), 1TB		4	unit					
82	External Hard Drive 2TB		10	unit					
83	Fabric Conditioner (25ml)		100	sachet					
84	Face Mask KN95 - (Gray & Black) 20 pcs./pack		210	pack					
85	Face Mask 3D - (White) 50 pcs./pack		500	pack					
86	Face Towel 11"x18", thick		150	pc.					
87	Facial tissue 500sheets/box		44	box					
88	Filing Box with DPWH LOGO,		80	no.					
89	Filing Folder with DPWH LOGO 3"		2,010	no.					
90	Filing Folder with DPWH LOGO, 1"		630	no.					
91	Fineliner Drawing Pen 0.2 (Black)		196	pc.					
92	Fineliner Drawing Pen 0.2 (Blue)		136	pc.					
93	Fineliner Drawing Pen 0.3		36	pc.					

	(Blue)								
94	Fineliner Drawing Pen 0.5 (Black)		100	pc.					
95	Fineliner Drawing Pen 0.5 (Blue)		100	pc.					
96	Fineliner Drawing Pen 0.8 (Black)		100	pc.					
97	Fineliner Drawing Pen 0.8 (Blue)		100	pc.					
98	Fingertip Moistener 20g		25	pc.					
99	First Aid Kit		7	set					
100	Flash Stamp Ink Refill (Blue)		10	bot.					
101	Floor scrub brush with long handle (heavy duty)		14	no.					
102	Floor Mop (heavy duty)		24	no.					
103	Folder long - Plastic (blue)		500	pc.					
104	Folder - White (long)		2,850	pc.					
105	Garbage bag, black (large, 2mm thickness) 10 pcs./pack		350	pack					
106	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack		300	pack					
107	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack		200	pack					
108	Garbage bag, black (small, 2mm thickness) 10 pcs./roll		380	roll					
109	Glass Cleaner 500ml. Liquid spray		102	bot.					
110	Glossy Paper for Publishing (A3) - 50 sheets/pack		10	pack					

111	Glue (big)		70	bot.					
112	Glue Stick, big		90	pc.					
113	Glue Stick, small		10	pc.					
114	Glue Tape		22	pc.					
115	Glue Gun, heavy duty		8	no.					
116	Gun Tacker, heavy duty (R23-1008F)		9	no.					
117	Hand brush, big, heavy duty		29	pc.					
118	Hand Soap, Big		50	pc.					
119	Hard Hat w/ DPWH Logo-White		24	no.					
120	High Temperature Resistant Leather Gloves /pairs		4	pair					
121	Highlighter Pen (Asstd.)		279	pc.					
122	Index Label Sticker 44mmx12mm /pad		44	pad					
123	Isoprophyl Alcohol 70% scented ,500ml.		487	bot.					
124	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.		20	bot.					
125	Isoprophyl Alcohol 70% with moisturizer, 1 gal.		24	gal.					
126	Jumbo Bag Tonner Bag (1000-1500 kg capacity)		30	pc.					
127	Laminating Film - 9"/roll (125 & 250microns)		5	roll					
128	Laminating Film, A4 - 100sheets/pack		4	pack					
129	Laser Pointer Rechargeable Pen 2.4GHz		2	no.					
130	Liquid Bleach		10	bot.					

	Color Safe, 900ml								
131	Liquid Bleach, 1 gallon		24	gal.					
132	Liquid Bleach, 1 ltr.		87	bot.					
133	Logbook, 150 pages/pcs.		50	pc.					
134	Logbook, 300 pages/pcs.		30	pc.					
135	Logbook, 500 pages/pcs.		45	pc.					
136	Mailing Envelope (long)-White		150	pc.					
137	Mailing Envelope (long)-White, window type		200	pc.					
138	Mailing Envelope (short)-White		50	pc.					
139	Masking tape , 1/2"		24	roll					
140	Masking tape , 1"		76	roll					
141	Masking tape , 2"		74	roll					
142	Measuring Long tape - 50 meters		11	no.					
143	Measuring Long tape - 100 meters		6	no.					
144	Measuring Tape (Pulgada) 8m.		10	no.					
145	Measuring Tape (Pulgada) 5m.		44	no.					
146	Metal Clips (Stainless) 3", 6pcs./set		10	set					
147	Metal Clips (Stainless) 1.5", 6pcs./set		20	set					
148	Microfiber Cleaning Cloth 3pcs/pack		101	pc.					
149	Microfiber Dust Mop 110cm (full set)		6	no.					
150	Mosquito Repellant Spray, Water Based 500 ml		106	bot.					
151	Muriatic Acid		45	bot.					

	(500ml)								
152	Mylar (610mmx20m)		200	roll					
153	Nano tape		10	roll					
154	Numbering Stamp, 8 digit, 3mm		10	no.					
155	Numbering Stamp, 8 digit, 4mm		10	no.					
156	Official Record Book (Numbered), 500 pages/pcs.		100	pc.					
157	Packing Tape 2" (Transparent)		25	roll					
158	Pail, Big (Heavy Duty)		24	no.					
159	Paint brush 2"		6	pc.					
160	Paper Clips, 50mm (Plastic Coated)		103	box					
161	Paper Cutter/Trimmer (Heavy Duty) A3/A4		3	no.					
162	Paper Fastener (Plastic) long		40	box					
163	Paper Fastener (Plastic coated w/ steel)		132	box					
164	Pencil Eraser (big)		72	pc.					
165	Pencil Sharpener (Table Top)		25	no.					
166	Pencil, #2 (12pcs./box)		97	box					
167	Pentel Pen - Fine (Black), 12pcs/box		39	box					
168	Pentel Pen - Fine (Blue), 12pcs/box		21	box					
169	Photo Paper - Glossy (A4), 20sheets/pack		105	pack					
170	Photo Paper - Matte (A4), 20sheets/pack		20	pack					
171	Plas Chamois		2	pc.					
172	Plastic Ring		100	box					

	binder 2", 100pcs/box								
173	Plastic Ring binder 1/2", 100pcs/box		100	box					
174	Plastic Storage Basket File Tray (Tabletop) - A4		3	no.					
175	Plastic tabbing (label) 1.5"x .5"/pad		10	pad					
176	Plastic tabbing (Alphabet) 5pcs/box		10	box					
177	Plastic waste basket w/ cover, small		5	no.					
178	Portfolio Envelope (long)		130	pc.					
179	Portfolio Envelope (long) - Blue		50	pc.					
180	Puncher (heavy duty) / nos.		15	no.					
181	Push Pins 100pcs/box		3	box					
182	PVC Binding Cover (A4) 100pcs/pack		1	pc.					
183	PVC Binding Cover (Long) 100pcs/pack		1	pc.					
184	PVC Flexible Plastic Sheets, Clear (A4)		300	pc.					
185	Quink Ink Bottle Refill for Fountain Pen (Black)		10	bot.					
186	Round Mesh Pencil/Pen Stationery Holder		57	no.					
187	Rubber Gloves, Heavy Duty (Elbow high)		24	pair					
188	Rubberband, big 350g/box		54	box					
189	Rug - Cloth		10	pc.					
190	Ruler - 12" (Flexible)		9	pc.					

191	Ruler - 12" (Colored)		10	pc.					
192	Ruler - 12" (Transparent)		18	pc.					
193	Scientific Calculator 12 Digits		15	no.					
194	Scissors , heavy duty		41	no.					
195	Self Inking Stamp		6	no.					
196	Self Inking Stamp "Completed DoTS Center"		2	no.					
197	Self Inking Stamp "For and in the absence"		2	no.					
198	Self Inking Stamp "Certified True Copy"		12	no.					
199	Self Inking Stamp "Certified Machine Copy"		2	no.					
200	Self Inking Stamp "Certified Photocopy"		2	no.					
201	Self Inking Stamp "PAID"		2	no.					
202	Self Inking Stamp "Received" - Round Type		5	no.					
203	Sign Pen 0.2 (Black) 12pcs/box		10	box					
204	Sign Pen 0.2 (Blue) 12pcs/box		12	box					
205	Sign Pen 0.3 (Black) 12pcs/box		58	box					
206	Sign Pen 0.3 (Blue) 12pcs/box		10	box					
207	Sign Pen 0.4 (Black) 12pcs/box		31	box					
208	Sign Pen 0.4 (Blue) 12pcs/box		31	box					
209	Sign Pen 0.5 (Black) 12pcs/box		21	box					

210	Sign Pen 0.5 (Blue) 12pcs/box		31	box					
211	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs		53	pc.					
212	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Blue) /pcs		33	pc.					
213	Sign Pen 0.3 (Blue) 12 pcs/box		6	box.					
214	Sign Pen 0.5 (Black) 12 pcs/box		30	box.					
215	Sign Pen 0.5 (Blue) 12 pcs/box		60	box.					
216	Sign Pen 0.7 (Black) 12 pcs/box		50	box.					
217	Sign Pen 0.7 (Blue) 12 pcs/box		31	box.					
218	Sign Pen Retractable Hyper Gel 0.5 (Black) 12 pcs/box		20	box.					
219	Sign Pen Retractable Hyper Gel 0.5 (Blue) 12 pcs/box		25	box.					
220	Soft Broom (Heavy Duty)		45	pc.					
221	Special board paper - White (A4), 10 sheets/pack		30	pack					
222	Sponge Mop water absorption (folding)		26	no.					
223	Spray Paint, 400cc (Blue)		20	bot.					
224	Spray Paint, 400cc (Red)		32	bot.					
225	Spray Paint, 400cc (White)		12	bot.					
226	Stainless Steel		6	no.					

	Wire Floor Brush								
227	Stamping Pad		13	no.					
228	Stamping Pad ink (black) / bottles		6	bot.					
229	Stamping Pad ink (blue) / bottles		31	bot.					
230	Stamping Pad ink (violet) / bottles		20	bot.					
231	Staple Wire #35 / boxes		95	box					
232	Staple Wire 1008F / box		45	box					
233	Staple Wire Puller - (Plier Type)		27	no.					
234	Stapler HD-50DF (Heavy Duty)		23	no.					
235	Stapler, Paper Binding (Heavy Duty) 240 sheets capacity		2	no.					
236	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack		17	pack					
237	Sticker Paper - Matte White (A4), 20sheets/pack		75	pack					
238	Sticker Paper - Glossy White (A4), 20sheets/pack		30	pack					
239	Sticky Note / pads "Sign Here"		405	pad					
240	Sticky Note/pads (2" x 3")		58	pad					
241	Sticky Note/pads (3" x 3")		75	pad					
242	Sticky Note/pads (3" x 5")		59	pad					
243	Sticky Note/pads (4" x 4")		110	pad					
244	Sticky Note/pads (4" x 6")		12	pad					
245	Sticky Notes/pads (1.75" x 2")		30	pad					

246	Sticky Notes/pads (2.8"x2.5")		15	pad					
247	Surgical Gloves, large		5	box					
248	Synthetic Nitrile Powder Free Gloves (L) 100/box		1	box					
249	Synthetic Nitrile Powder Free Gloves (M) 100/box		1	box					
250	Tape Dispenser, 1"		20	no.					
251	Toilet bowl brush		24	pc.					
252	Toilet Bowl Cleaner 1000ml/bottles		114	bot.					
253	Toilet Bowl Cleaning Disc Starter 6s		10	pc.					
254	Toilet Brush w/ Base (Long Handle)		14	no.					
255	Toilet Tissue Paper (2-ply-150 pulls)		2050	roll					
256	Transparent plastic bag (18x29)		250	pc.					
257	Transparent Stationery Tape, 1/2"		72	roll					
258	Transparent Stationery Tape, 1"		236	roll					
259	Transparent Stationery Tape, 2"		30	roll					
260	USB 16 GB 3.0 version		58	pc.					
261	USB 32 GB 3.0 version		16	pc.					
262	USB 64 GB 3.0 version		28	pc.					
263	USB 64 GB OTG Type C		44	pc.					
264	USB 128 GB 3.0 version		5	pc.					

265	Velum Paper and Board (A4 200gsm), 10sheets/pack		15	pc.					
266	Wet Wipes, 80sheets/pack		30	pack					
267	Wheel Meter		9	no.					
268	Whisk Broom/Walis Tambo		12	no.					
269	White Board Eraser		17	pc.					
270	White Board Marker Broad (Black), 12pcs/box		59	box					
271	White Board w/ Aluminum Frame 4x8 ft.		2	pc.					
272	White Board w/ Aluminum Frame 2x2.5 ft.		8	pc.					
273	White Board w/ Aluminum Frame 12"x16"		7	pc.					
	X-X-X-X-X-X-X-X-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

TECHNICAL SPECIFICATIONS			
Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
Air freshener automatic spray (holder & refill)/set	14		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.
Air freshener automatic spray (refill) Lavender & Vanilla - 269 ml.	20		
Air freshener pouch, Tea Type	130		
Air freshener scented gel 180g	82		
Air freshener spray 320 ml. (Lavender)	98		
All-purpose Glue Stick	51		
All-purpose Cleaner 1L	20		
Antibacterial Hand Wash (500ml)	87		
Ballpen - 0.5mm - Black (50/box)	7		
Ballpen - 0.5mm - Blue (50/box)	9		
Ballpen - Crystal Tech Pen - Black (NS 0.7 Tip)	3		
Ballpen - Crystal Tech Pen - Blue (NS 0.7 Tip)	3		
Ballpen - Retractable (BP-145-F) - Blue (12/box)	16		
Ballpen - Retractable (BP-145-F) - Black (12/box)	15		
Ballpen - Retractable (RX- Gel Pen 0.5) - Black (10/box)	60		
Bathroom Deodorizer w/ holder, 100g	115		
Battery charger	2		
Battery double A chargeable, 2 pcs/pack	33		
Battery double A, 4 pcs/pack	71		
Battery Triple A , 4 pcs/pack	56		

Blank Synthetic label sticker for Epson C4050 (100mmx30Mtr/roll)	100	
Binder Clips, 15mm (12/box)	70	
Binder Clips, 25mm/pcs (12/box)	12	
Binder Clips, 32mm/pcs (12/box)	56	
Binder Clips, 51mm/pcs (12/box)	68	
Bond Paper, A3 (Sub. 20)	450	
Bond Paper, A4 (Sub. 20)	3,355	
Bond Paper, legal (Sub. 20)	513	
Bond Paper, long (Sub. 20)	617	
Bond Paper, short (Sub. 20)	50	
Broom and Dustpan/set (Heavy Duty)	25	
Brown Envelope A4	350	
Brown Envelope long	600	
Brown Envelope Short	50	
Calculator 12 Digits, Big	4	
Carbon Paper (Black) - 100 sheets/pack	6	
Carbon Paper (Blue) - 100 sheets/pack	14	
Chalk Stone, 144pcs/box	1	
Color Pencil (12 colors)	10	
Color Pencil (8 colors)	20	
Colored Memo Pads (3"x3") 400sheets/pad	4	
Colored Memo Pads (3"x5") 400sheets/pad	4	
Colored Memo Pads (4"x4") 400sheets/pad	20	
Construction Paper - Short (250sheets/ream)	5	
Construction Paper - A4 (20sheets/pack)	25	
Correction Pen (Metal Tip), 10ml.	76	

Correction Tape	397	
Cutter Knife (Big), Heavy Duty	36	
Cutter Knife Blade, big 10pcs/tube	5	
Dater, small	15	
Dater, Big	10	
Detergent Powder (All-Purpose)/ 500g.	100	
Detergent Powder (All-Purpose)/ 2 kg.	30	
Dipper, black	26	
Dishwashing Liquid 500ml	197	
Dishwashing Sponge	129	
Disinfectant Spray (510 gms.) aerosol type	78	
Diswashing Paste (200g)	45	
Diswashing Paste (400g)	80	
Document Tray File	4	
Door mat - cloth (thick), heavy duty	110	
Door mat - rubber, heavy duty	24	
Double Sided Foam Tape 1"x5m (Big Core)	24	
Double Sided Foam Tape 2"x5m (Big Core)	4	
Double sided Tape 1"	137	
Double Sided Tape 1/2"	10	
Double Sided Tape 2"	20	
Drawing Pen 0.2 - black (12/box)	3	
Drawing Pen 0.5 (Technical)- black (12/box)	30	
Duct Tape (Assorted Color) 2"/rolls	111	
Duct Tape (Yellow) 2"/rolls	20	
Duct Tape (Red) 2"/rolls	20	
Duct Tape (Silver) 2"/rolls	40	

Dust Pan (heavy duty)	12	
Empty Sack, big	500	
Engineer's Field Book	107	
Enhancing Polish, 330ml	20	
Expanded Envelope long, brown	400	
Expanded Folder (Green), long	225	
External Hard Drive 1TB	13	
External Hard Drive-SSD (Type C), 1TB	4	
External Hard Drive 2TB	10	
Fabric Conditioner (25ml)	100	
Face Mask KN95 - (Gray & Black) 20 pcs./pack	210	
Face Mask 3D - (White) 50 pcs./pack	500	
Face Towel 11"x18", thick	150	
Facial tissue 500sheets/box	44	
Filing Box with DPWH LOGO,	80	
Filing Folder with DPWH LOGO 3"	2,010	
Filing Folder with DPWH LOGO, 1"	630	
Fineliner Drawing Pen 0.2 (Black)	196	
Fineliner Drawing Pen 0.2 (Blue)	136	
Fineliner Drawing Pen 0.3 (Blue)	36	
Fineliner Drawing Pen 0.5 (Black)	100	
Fineliner Drawing Pen 0.5 (Blue)	100	
Fineliner Drawing Pen 0.8 (Black)	100	
Fineliner Drawing Pen 0.8 (Blue)	100	
Fingertip Moistener 20g	25	
First Aid Kit	7	
Flash Stamp Ink Refill (Blue)	10	
Floor scrub brush with long handle (heavy duty)	14	

Floor Mop (heavy duty)	24	
Folder long - Plastic (blue)	500	
Folder - White (long)	2,850	
Garbage bag, black (large, 2mm thickness) 10 pcs./pack	350	
Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack	300	
Garbage bag, black (medium, 2mm thickness) 10 pcs./pack	200	
Garbage bag, black (small, 2mm thickness) 10 pcs./roll	380	
Glass Cleaner 500ml. Liquid spray	102	
Glossy Paper for Publishing (A3) - 50 sheets/pack	10	
Glue (big)	70	
Glue Stick, big	90	
Glue Stick, small	10	
Glue Tape	22	
Glue Gun, heavy duty	8	
Gun Tacker, heavy duty (R23-1008F)	9	
Hand brush, big, heavy duty	29	
Hand Soap, Big	50	
Hard Hat w/ DPWH Logo-White	24	
High Temperature Resistant Leather Gloves /pairs	4	
Highlighter Pen (Asstd.)	279	
Index Label Sticker 44mmx12mm /pad	44	
Isoprophyl Alcohol 70% scented ,500ml.	487	
Isoprophyl Alcohol 70% with moisturizer pump ,500ml.	20	
Isoprophyl Alcohol 70% with moisturizer, 1 gal.	24	

Jumbo Bag Tonner Bag (1000-1500 kg capacity)	30	
Laminating Film - 9"/roll (125 & 250microns)	5	
Laminating Film, A4 - 100sheets/pack	4	
Laser Pointer Rechargeable Pen 2.4GHz	2	
Liquid Bleach Color Safe, 900ml	10	
Liquid Bleach, 1 gallon	24	
Liquid Bleach, 1 ltr.	87	
Logbook, 150 pages/pcs.	50	
Logbook, 300 pages/pcs.	30	
Logbook, 500 pages/pcs.	45	
Mailing Envelope (long)-White	150	
Mailing Envelope (long)-White, window type	200	
Mailing Envelope (short)-White	50	
Masking tape , 1/2"	24	
Masking tape , 1"	76	
Masking tape , 2"	74	
Measuring Long tape - 50 meters	11	
Measuring Long tape - 100 meters	6	
Measuring Tape (Pulgada) 8m.	10	
Measuring Tape (Pulgada) 5m.	44	
Metal Clips (Stainless) 3", 6pcs./set	10	
Metal Clips (Stainless) 1.5", 6pcs./set	20	
Microfiber Cleaning Cloth 3pcs/pack	101	
Microfiber Dust Mop 110cm (full set)	6	
Mosquito Repellant Spray, Water Based 500 ml	106	
Muriatic Acid (500ml)	45	
Mylar (610mmx20m)	200	

Nano tape	10	
Numbering Stamp, 8 digit, 3mm	10	
Numbering Stamp, 8 digit, 4mm	10	
Official Record Book (Numbered), 500 pages/pcs.	100	
Packing Tape 2" (Transparent)	25	
Pail, Big (Heavy Duty)	24	
Paint brush 2"	6	
Paper Clips, 50mm (Plastic Coated)	103	
Paper Cutter/Trimmer (Heavy Duty) A3/A4	3	
Paper Fastener (Plastic) long	40	
Paper Fastener (Plastic coated w/ steel)	132	
Pencil Eraser (big)	72	
Pencil Sharpener (Table Top)	25	
Pencil, #2 (12pcs./box)	97	
Pentel Pen - Fine (Black), 12pcs/box	39	
Pentel Pen - Fine (Blue), 12pcs/box	21	
Photo Paper - Glossy (A4), 20sheets/pack	105	
Photo Paper - Matte (A4), 20sheets/pack	20	
Plas Chamois	2	
Plastic Ring binder 2", 100pcs/box	100	
Plastic Ring binder 1/2", 100pcs/box	100	
Plastic Storage Basket File Tray (Tabletop) - A4	3	
Plastic tabbing (label) 1.5"x .5"/pad	10	
Plastic tabbing (Alphabet) 5pcs/box	10	
Plastic waste basket w/ cover, small	5	
Portfolio Envelope (long)	130	
Portfolio Envelope (long) - Blue	50	
Puncher (heavy duty) / nos.	15	

Push Pins 100pcs/box	3	
PVC Binding Cover (A4) 100pcs/pack	1	
PVC Binding Cover (Long) 100pcs/pack	1	
PVC Flexible Plastic Sheets, Clear (A4)	300	
Quink Ink Bottle Refill for Fountain Pen (Black)	10	
Round Mesh Pencil/Pen Stationery Holder	57	
Rubber Gloves, Heavy Duty (Elbow high)	24	
Rubberband, big 350g/box	54	
Rug - Cloth	10	
Ruler - 12" (Flexible)	9	
Ruler - 12" (Colored)	10	
Ruler - 12" (Transparent)	18	
Scientific Calculator 12 Digits	15	
Scissors , heavy duty	41	
Self Inking Stamp	6	
Self Inking Stamp "Completed DoTS Center"	2	
Self Inking Stamp "For and in the absence"	2	
Self Inking Stamp "Certified True Copy"	12	
Self Inking Stamp "Certified Machine Copy"	2	
Self Inking Stamp "Certified Photocopy"	2	
Self Inking Stamp "PAID"	2	
Self Inking Stamp "Received" - Round Type	5	
Sign Pen 0.2 (Black) 12pcs/box	10	
Sign Pen 0.2 (Blue) 12pcs/box	12	
Sign Pen 0.3 (Black) 12pcs/box	58	
Sign Pen 0.3 (Blue) 12pcs/box	10	

Sign Pen 0.4 (Black) 12pcs/box	31	
Sign Pen 0.4 (Blue) 12pcs/box	31	
Sign Pen 0.5 (Black) 12pcs/box	21	
Sign Pen 0.5 (Blue) 12pcs/box	31	
Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs	53	
Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Blue) /pcs	33	
Sign Pen 0.3 (Blue) 12 pcs/box	6	
Sign Pen 0.5 (Black) 12 pcs/box	30	
Sign Pen 0.5 (Blue) 12 pcs/box	60	
Sign Pen 0.7 (Black) 12 pcs/box	50	
Sign Pen 0.7 (Blue) 12 pcs/box	31	
Sign Pen Retractable Hyper Gel 0.5 (Black) 12 pcs/box	20	
Sign Pen Retractable Hyper Gel 0.5 (Blue) 12 pcs/box	25	
Soft Broom (Heavy Duty)	45	
Special board paper - White (A4), 10 sheets/pack	30	
Sponge Mop water absorption (folding)	26	
Spray Paint, 400cc (Blue)	20	
Spray Paint, 400cc (Red)	32	
Spray Paint, 400cc (White)	12	
Stainless Steel Wire Floor Brush	6	
Stamping Pad	13	
Stamping Pad ink (black) / bottles	6	
Stamping Pad ink (blue) / bottles	31	
Stamping Pad ink (violet) / bottles	20	
Staple Wire #35 / boxes	95	
Staple Wire 1008F / box	45	

Staple Wire Puller - (Plier Type)	27	
Stapler HD-50DF (Heavy Duty)	23	
Stapler, Paper Binding (Heavy Duty) 240 sheets capacity	2	
Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack	17	
Sticker Paper - Matte White (A4), 20sheets/pack	75	
Sticker Paper - Glossy White (A4), 20sheets/pack	30	
Sticky Note / pads "Sign Here"	405	
Sticky Note/pads (2" x 3")	58	
Sticky Note/pads (3" x 3")	75	
Sticky Note/pads (3" x 5")	59	
Sticky Note/pads (4" x 4")	110	
Sticky Note/pads (4" x 6")	12	
Sticky Notes/pads (1.75" x 2")	30	
Sticky Notes/pads (2.8"x2.5")	15	
Surgical Gloves, large	5	
Synthetic Nitrile Powder Free Gloves (L) 100/box	1	
Synthetic Nitrile Powder Free Gloves (M) 100/box	1	
Tape Dispenser, 1"	20	
Toilet bowl brush	24	
Toilet Bowl Cleaner 1000ml/bottles	114	
Toilet Bowl Cleaning Disc Starter 6s	10	
Toilet Brush w/ Base (Long Handle)	14	
Toilet Tissue Paper (2-ply-150 pulls)	2050	
Transparent plastic bag (18x29)	250	
Transparent Stationery Tape, 1/2"	72	
Transparent Stationery Tape, 1"	236	

Transparent Stationery Tape, 2"	30		
USB 16 GB 3.0 version	58		
USB 32 GB 3.0 version	16		
USB 64 GB 3.0 version	28		
USB 64 GB OTG Type C	44		
USB 128 GB 3.0 version	5		
Velum Paper and Board (A4 200gsm), 10sheets/pack	15		
Wet Wipes, 80sheets/pack	30		
Wheel Meter	9		
Whisk Broom/Walis Tambo	12		
White Board Eraser	17		
White Board Marker Broad (Black), 12pcs/box	59		
White Board w/ Aluminum Frame 4x8 ft.	2		
White Board w/ Aluminum Frame 2x2.5 ft.	8		
White Board w/ Aluminum Frame 12"x16"	7		
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 Bid⁴ 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:⁵

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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

⁴ If ADB, JICA and WB funded projects, use IFB.

⁵ 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.: 25GGB04****Contract Name: Procurement of Office Supplies for use in the various sections of Antique District Engineering Office, DPWH, San Jose, Antique**

1	2	3	4		5	6	7
Item No.	Description	ABC	Quantity /Unit		Unit Cost (Peso)	Total Cost (Peso)	Delivery Schedule
1	Air freshener automatic spray (holder & refill)/set		14	set			
2	Air freshener automatic spray (refill) Lavender & Vanilla - 269 ml.		20	bot.			
3	Air freshener pouch, Tea Type		130	pc.			
4	Air freshener scented gel 180g		82	bot.			
5	Air freshener spray 320 ml. (Lavender)		98	bot.			
6	All-purpose Glue Stick		51	pc.			
7	All-purpose Cleaner 1L		20	bot.			
8	Antibacterial Hand Wash (500ml)		87	bot.			
9	Ballpen - 0.5mm - Black (50/box)		7	box			
10	Ballpen - 0.5mm - Blue (50/box)		9	box			
11	Ballpen - Crystal Tech Pen - Black (NS 0.7 Tip)		3	box			
12	Ballpen - Crystal Tech Pen - Blue (NS 0.7 Tip)		3	box			
13	Ballpen - Retractable (BP-145-F) - Blue (12/box)		16	box			
14	Ballpen - Retractable (BP-145-F) - Black (12/box)		15	box			
15	Ballpen - Retractable (RX- Gel Pen 0.5) - Black (10/box)		60	box			
16	Bathroom Deodorizer w/ holder, 100g		115	pc.			
17	Battery charger		2	no.			
18	Battery double A chargeable, 2 pcs/pack		33	pack			
19	Battery double A, 4 pcs/pack		71	pack			
20	Battery Triple A , 4 pcs/pack		56	pack			

21	Blank Synthetic label sticker for Epson C4050 (100mmx30Mtr/roll)		100	roll			
22	Binder Clips, 15mm (12/box)		70	box			
23	Binder Clips, 25mm/pcs (12/box)		12	box			
24	Binder Clips, 32mm/pcs (12/box)		56	box			
25	Binder Clips, 51mm/pcs (12/box)		68	box			
26	Bond Paper, A3 (Sub. 20)		450	ream			
27	Bond Paper, A4 (Sub. 20)		3,355	ream			
28	Bond Paper, legal (Sub. 20)		513	ream			
29	Bond Paper, long (Sub. 20)		617	ream			
30	Bond Paper, short (Sub. 20)		50	ream			
31	Broom and Dustpan/set (Heavy Duty)		25	set			
32	Brown Envelope A4		350	pc.			
33	Brown Envelope long		600	pc.			
34	Brown Envelope Short		50	pc.			
35	Calculator 12 Digits, Big		4	no.			
36	Carbon Paper (Black) - 100 sheets/pack		6	pack			
37	Carbon Paper (Blue) - 100 sheets/pack		14	pack			
38	Chalk Stone, 144pcs/box		1	box			
39	Color Pencil (12 colors)		10	box			
40	Color Pencil (8 colors)		20	box			
41	Colored Memo Pads (3"x3") 400sheets/pad		4	pad			
42	Colored Memo Pads (3"x5") 400sheets/pad		4	pad			
43	Colored Memo Pads (4"x4") 400sheets/pad		20	pad			
44	Construction Paper - Short (250sheets/ream)		5	ream			
45	Construction Paper - A4 (20sheets/pack)		25	pack			
46	Correction Pen (Metal Tip), 10ml.		76	pc.			
47	Correction Tape		397	pc.			
48	Cutter Knife (Big), Heavy Duty		36	no.			
49	Cutter Knife Blade, big 10pcs/tube		5	tube			
50	Dater, small		15	no.			
51	Dater, Big		10	no.			
52	Detergent Powder (All-Purpose)/ 500g.		100	g.			
53	Detergent Powder (All-Purpose)/ 2 kg.		30	kg.			
54	Dipper, black		26	pc.			

55	Dishwashing Liquid 500ml		197	bot.			
56	Dishwashing Sponge		129	pc.			
57	Disinfectant Spray (510 gms.) aerosol type		78	bot.			
58	Diswashing Paste (200g)		45	pc.			
59	Diswashing Paste (400g)		80	pc.			
60	Document Tray File		4	no.			
61	Door mat - cloth (thick), heavy duty		110	pc.			
62	Door mat - rubber, heavy duty		24	pc.			
63	Double Sided Foam Tape 1"x5m (Big Core)		24	roll			
64	Double Sided Foam Tape 2"x5m (Big Core)		4	roll			
65	Double sided Tape 1"		137	roll			
66	Double Sided Tape 1/2"		10	roll			
67	Double Sided Tape 2"		20	roll			
68	Drawing Pen 0.2 - black (12/box)		3	box			
69	Drawing Pen 0.5 (Technical)- black (12/box)		30	box			
70	Duct Tape (Assorted Color) 2"/rolls		111	roll			
71	Duct Tape (Yellow) 2"/rolls		20	roll			
72	Duct Tape (Red) 2"/rolls		20	roll			
73	Duct Tape (Silver) 2"/rolls		40	roll			
74	Dust Pan (heavy duty)		12	pc.			
75	Empty Sack, big		500	pc.			
76	Engineer's Field Book		107	pc.			
77	Enhancing Polish, 330ml		20	bot.			
78	Expanded Envelope long, brown		400	pc.			
79	Expanded Folder (Green), long		225	pc.			
80	External Hard Drive 1TB		13	unit			
81	External Hard Drive-SSD (Type C), 1TB		4	unit			
82	External Hard Drive 2TB		10	unit			
83	Fabric Conditioner (25ml)		100	sachet			
84	Face Mask KN95 - (Gray & Black) 20 pcs./pack		210	pack			
85	Face Mask 3D - (White) 50 pcs./pack		500	pack			
86	Face Towel 11"x18", thick		150	pc.			
87	Facial tissue 500sheets/box		44	box			
88	Filing Box with DPWH LOGO,		80	no.			

89	Filing Folder with DPWH LOGO 3"		2,010	no.			
90	Filing Folder with DPWH LOGO, 1"		630	no.			
91	Fineliner Drawing Pen 0.2 (Black)		196	pc.			
92	Fineliner Drawing Pen 0.2 (Blue)		136	pc.			
93	Fineliner Drawing Pen 0.3 (Blue)		36	pc.			
94	Fineliner Drawing Pen 0.5 (Black)		100	pc.			
95	Fineliner Drawing Pen 0.5 (Blue)		100	pc.			
96	Fineliner Drawing Pen 0.8 (Black)		100	pc.			
97	Fineliner Drawing Pen 0.8 (Blue)		100	pc.			
98	Fingertip Moistener 20g		25	pc.			
99	First Aid Kit		7	set			
100	Flash Stamp Ink Refill (Blue)		10	bot.			
101	Floor scrub brush with long handle (heavy duty)		14	no.			
102	Floor Mop (heavy duty)		24	no.			
103	Folder long - Plastic (blue)		500	pc.			
104	Folder - White (long)		2,850	pc.			
105	Garbage bag, black (large, 2mm thickness) 10 pcs./pack		350	pack			
106	Garbage bag, black (extra large, 2mm thickness) 10 pcs./pack		300	pack			
107	Garbage bag, black (medium, 2mm thickness) 10 pcs./pack		200	pack			
108	Garbage bag, black (small, 2mm thickness) 10 pcs./roll		380	roll			
109	Glass Cleaner 500ml. Liquid spray		102	bot.			
110	Glossy Paper for Publishing (A3) - 50 sheets/pack		10	pack			
111	Glue (big)		70	bot.			
112	Glue Stick, big		90	pc.			
113	Glue Stick, small		10	pc.			
114	Glue Tape		22	pc.			
115	Glue Gun, heavy duty		8	no.			
116	Gun Tacker, heavy duty (R23-1008F)		9	no.			
117	Hand brush, big, heavy duty		29	pc.			
118	Hand Soap, Big		50	pc.			
119	Hard Hat w/ DPWH Logo-White		24	no.			

120	High Temperature Resistant Leather Gloves /pairs		4	pair			
121	Highlighter Pen (Asstd.)		279	pc.			
122	Index Label Sticker 44mmx12mm /pad		44	pad			
123	Isoprophyl Alcohol 70% scented ,500ml.		487	bot.			
124	Isoprophyl Alcohol 70% with moisturizer pump ,500ml.		20	bot.			
125	Isoprophyl Alcohol 70% with moisturizer, 1 gal.		24	gal.			
126	Jumbo Bag Tonner Bag (1000-1500 kg capacity)		30	pc.			
127	Laminating Film - 9"/roll (125 & 250microns)		5	roll			
128	Laminating Film, A4 - 100sheets/pack		4	pack			
129	Laser Pointer Rechargeable Pen 2.4GHz		2	no.			
130	Liquid Bleach Color Safe, 900ml		10	bot.			
131	Liquid Bleach, 1 gallon		24	gal.			
132	Liquid Bleach, 1 ltr.		87	bot.			
133	Logbook, 150 pages/pcs.		50	pc.			
134	Logbook, 300 pages/pcs.		30	pc.			
135	Logbook, 500 pages/pcs.		45	pc.			
136	Mailing Envelope (long)-White		150	pc.			
137	Mailing Envelope (long)-White, window type		200	pc.			
138	Mailing Envelope (short)-White		50	pc.			
139	Masking tape , 1/2"		24	roll			
140	Masking tape , 1"		76	roll			
141	Masking tape , 2"		74	roll			
142	Measuring Long tape - 50 meters		11	no.			
143	Measuring Long tape - 100 meters		6	no.			
144	Measuring Tape (Pulgada) 8m.		10	no.			
145	Measuring Tape (Pulgada) 5m.		44	no.			
146	Metal Clips (Stainless) 3", 6pcs./set		10	set			
147	Metal Clips (Stainless) 1.5", 6pcs./set		20	set			
148	Microfiber Cleaning Cloth 3pcs/pack		101	pc.			
149	Microfiber Dust Mop 110cm (full set)		6	no.			
150	Mosquito Repellant Spray, Water Based 500		106	bot.			

	ml						
151	Muriatic Acid (500ml)		45	bot.			
152	Mylar (610mmx20m)		200	roll			
153	Nano tape		10	roll			
154	Numbering Stamp, 8 digit, 3mm		10	no.			
155	Numbering Stamp, 8 digit, 4mm		10	no.			
156	Official Record Book (Numbered), 500 pages/pcs.		100	pc.			
157	Packing Tape 2" (Transparent)		25	roll			
158	Pail, Big (Heavy Duty)		24	no.			
159	Paint brush 2"		6	pc.			
160	Paper Clips, 50mm (Plastic Coated)		103	box			
161	Paper Cutter/Trimmer (Heavy Duty) A3/A4		3	no.			
162	Paper Fastener (Plastic) long		40	box			
163	Paper Fastener (Plastic coated w/ steel)		132	box			
164	Pencil Eraser (big)		72	pc.			
165	Pencil Sharpener (Table Top)		25	no.			
166	Pencil, #2 (12pcs./box)		97	box			
167	Pentel Pen - Fine (Black), 12pcs/box		39	box			
168	Pentel Pen - Fine (Blue), 12pcs/box		21	box			
169	Photo Paper - Glossy (A4), 20sheets/pack		105	pack			
170	Photo Paper - Matte (A4), 20sheets/pack		20	pack			
171	Plas Chamois		2	pc.			
172	Plastic Ring binder 2", 100pcs/box		100	box			
173	Plastic Ring binder 1/2", 100pcs/box		100	box			
174	Plastic Storage Basket File Tray (Tabletop) - A4		3	no.			
175	Plastic tabbing (label) 1.5"x .5"/pad		10	pad			
176	Plastic tabbing (Alphabet) 5pcs/box		10	box			
177	Plastic waste basket w/ cover, small		5	no.			
178	Portfolio Envelope (long)		130	pc.			
179	Portfolio Envelope (long) - Blue		50	pc.			
180	Puncher (heavy duty) / nos.		15	no.			
181	Push Pins 100pcs/box		3	box			
182	PVC Binding Cover (A4) 100pcs/pack		1	pc.			
183	PVC Binding Cover (Long) 100pcs/pack		1	pc.			

184	PVC Flexible Plastic Sheets, Clear (A4)		300	pc.			
185	Quink Ink Bottle Refill for Fountain Pen (Black)		10	bot.			
186	Round Mesh Pencil/Pen Stationery Holder		57	no.			
187	Rubber Gloves, Heavy Duty (Elbow high)		24	pair			
188	Rubberband, big 350g/box		54	box			
189	Rug - Cloth		10	pc.			
190	Ruler - 12" (Flexible)		9	pc.			
191	Ruler - 12" (Colored)		10	pc.			
192	Ruler - 12" (Transparent)		18	pc.			
193	Scientific Calculator 12 Digits		15	no.			
194	Scissors , heavy duty		41	no.			
195	Self Inking Stamp		6	no.			
196	Self Inking Stamp "Completed DoTS Center"		2	no.			
197	Self Inking Stamp "For and in the absence"		2	no.			
198	Self Inking Stamp "Certified True Copy"		12	no.			
199	Self Inking Stamp "Certified Machine Copy"		2	no.			
200	Self Inking Stamp "Certified Photocopy"		2	no.			
201	Self Inking Stamp "PAID"		2	no.			
202	Self Inking Stamp "Received" - Round Type		5	no.			
203	Sign Pen 0.2 (Black) 12pcs/box		10	box			
204	Sign Pen 0.2 (Blue) 12pcs/box		12	box			
205	Sign Pen 0.3 (Black) 12pcs/box		58	box			
206	Sign Pen 0.3 (Blue) 12pcs/box		10	box			
207	Sign Pen 0.4 (Black) 12pcs/box		31	box			
208	Sign Pen 0.4 (Blue) 12pcs/box		31	box			
209	Sign Pen 0.5 (Black) 12pcs/box		21	box			
210	Sign Pen 0.5 (Blue) 12pcs/box		31	box			
211	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Black) /pcs		53	pc.			
212	Sign Pen Hi-Tecpoint V5 (BX-V5) 0.5 (Blue) /pcs		33	pc.			
213	Sign Pen 0.3 (Blue) 12 pcs/box		6	box.			
214	Sign Pen 0.5 (Black) 12 pcs/box		30	box.			
215	Sign Pen 0.5 (Blue) 12 pcs/box		60	box.			

216	Sign Pen 0.7 (Black) 12 pcs/box		50	box.			
217	Sign Pen 0.7 (Blue) 12 pcs/box		31	box.			
218	Sign Pen Retractable Hyper Gel 0.5 (Black) 12 pcs/box		20	box.			
219	Sign Pen Retractable Hyper Gel 0.5 (Blue) 12 pcs/box		25	box.			
220	Soft Broom (Heavy Duty)		45	pc.			
221	Special board paper - White (A4), 10 sheets/pack		30	pack			
222	Sponge Mop water absorption (folding)		26	no.			
223	Spray Paint, 400cc (Blue)		20	bot.			
224	Spray Paint, 400cc (Red)		32	bot.			
225	Spray Paint, 400cc (White)		12	bot.			
226	Stainless Steel Wire Floor Brush		6	no.			
227	Stamping Pad		13	no.			
228	Stamping Pad ink (black) / bottles		6	bot.			
229	Stamping Pad ink (blue) / bottles		31	bot.			
230	Stamping Pad ink (violet) / bottles		20	bot.			
231	Staple Wire #35 / boxes		95	box			
232	Staple Wire 1008F / box		45	box			
233	Staple Wire Puller - (Plier Type)		27	no.			
234	Stapler HD-50DF (Heavy Duty)		23	no.			
235	Stapler, Paper Binding (Heavy Duty) 240 sheets capacity		2	no.			
236	Stick-on Toilet Bowl Cleaning Strip - Citrus, 3strips/pack		17	pack			
237	Sticker Paper - Matte White (A4), 20sheets/pack		75	pack			
238	Sticker Paper - Glossy White (A4), 20sheets/pack		30	pack			
239	Sticky Note / pads "Sign Here"		405	pad			
240	Sticky Note/pads (2" x 3")		58	pad			
241	Sticky Note/pads (3" x 3")		75	pad			
242	Sticky Note/pads (3" x 5")		59	pad			
243	Sticky Note/pads (4" x 4")		110	pad			
244	Sticky Note/pads (4" x 6")		12	pad			
245	Sticky Notes/pads (1.75" x 2")		30	pad			

246	Sticky Notes/pads (2.8"x2.5")		15	pad			
247	Surgical Gloves, large		5	box			
248	Synthetic Nitrile Powder Free Gloves (L) 100/box		1	box			
249	Synthetic Nitrile Powder Free Gloves (M) 100/box		1	box			
250	Tape Dispenser, 1"		20	no.			
251	Toilet bowl brush		24	pc.			
252	Toilet Bowl Cleaner 1000ml/bottles		114	bot.			
253	Toilet Bowl Cleaning Disc Starter 6s		10	pc.			
254	Toilet Brush w/ Base (Long Handle)		14	no.			
255	Toilet Tissue Paper (2-ply-150 pulls)		2050	roll			
256	Transparent plastic bag (18x29)		250	pc.			
257	Transparent Stationery Tape, 1/2"		72	roll			
258	Transparent Stationery Tape, 1"		236	roll			
259	Transparent Stationery Tape, 2"		30	roll			
260	USB 16 GB 3.0 version		58	pc.			
261	USB 32 GB 3.0 version		16	pc.			
262	USB 64 GB 3.0 version		28	pc.			
263	USB 64 GB OTG Type C		44	pc.			
264	USB 128 GB 3.0 version		5	pc.			
265	Velum Paper and Board (A4 200gsm), 10sheets/pack		15	pc.			
266	Wet Wipes, 80sheets/pack		30	pack			
267	Wheel Meter		9	no.			
268	Whisk Broom/Walis Tambo		12	no.			
269	White Board Eraser		17	pc.			
270	White Board Marker Broad (Black), 12pcs/box		59	box			
271	White Board w/ Aluminum Frame 4x8 ft.		2	pc.			
272	White Board w/ Aluminum Frame 2x2.5 ft.		8	pc.			
273	White Board w/ Aluminum Frame 12"x16"		7	pc.			
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
	Total:	<u>Php 6,025,064.75</u>					

Total Amount of Bid:

(in words)

(in figure)

Bid Validity: _____

Name and Signature of Bidder: _____

Address: _____

Telephone/Mobile No. _____

Name of Representative: _____

Signature of Representative: _____

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.

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:						

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).

