

Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SIQUIJOR DISTRICT ENGINEERING OFFICE**  
Larena, Siquijor

**BIDDING DOCUMENTS**  
**FOR**

**Contract ID** : 25GRJ0002  
**Contract Name** : Procurement of Office Supplies and Devices  
for use in the DPWH Office  
**Contract Location** : Siquijor

**Date of Opening of Bids:** June 11, 2025

**Start Date for Issuance of Bidding Documents:** May 22, 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  
**SQUIJOR DISTRICT ENGINEERING OFFICE**  
Larena, Siquijor

***INVITATION TO BID FOR Procurement of Office Supplies and Devices  
for use in the DPWH Office under P.R. No. 2025-05-009 dated  
May 21, 2025***

1. The **Department of Public Works & Highways - Siquijor District Engineering Office, Larena, Siquijor**, through the **Engineering Administrative Overhead (EAO) FY 2025** intends to apply the sum of **Two Million Six Hundred Eighty Three Thousand Three Hundred Fifty Five Pesos and 32/100 Only (Php 2,683,355.32)** being the ABC to payments under the contract for **25GRJ0002 - Procurement of Office Supplies and Devices for use in the DPWH Office**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Siquijor District Engineering Office, Larena, Siquijor** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Thirty (30) Calendar Days**. Bidders should have completed, within **1 year** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the **Procurement Unit of DPWH – Siquijor District Engineering Office** and inspect the Bidding Documents at the address given below from **8:00 A.M. to 5:00 P.M.**

*Bids and Awards Committee*  
*DPWH – Siquijor District Engineering Office*  
*North Poblacion, Larena, Siquijor*

5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 22, 2025 – June 11, 2025 at 9:00 A.M.** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **DPWH - Siquijor District Engineering Office, Larena, Siquijor** will hold a Pre-Bid Conference on **May 30, 2025 at 10:00 A.M.** at **DPWH-BAC Conference Room**,

***Larena, Siquijor*** and/or through video conferencing or webcasting ***via YouTube Live at DPWH Siquijor DEO Procurement Livestream***, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before ***June 11, 2025 at 10:00 A.M.*** Late bids shall not be accepted.

*Bids and Awards Committee*  
*DPWH – Siquijor District Engineering Office*  
*North Poblacion, Larena, Siquijor*

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. Deadline of submission and receipt of the eligibility requirements must be on **June 11, 2025 at 10:00 A.M.** at ***DPWH - Siquijor District Engineering Office, Larena, Siquijor, BAC Conference Room, Larena, Siquijor.***
10. Bid opening shall be on ***June 11, 2025 at 10:00 A.M.*** at the given address below and/or via ***Facebook Live at DPWH Siquijor DEO – BAC.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

*Bids and Awards Committee*  
*DPWH – Siquijor District Engineering Office*  
*North Poblacion, Larena, Siquijor*

11. The ***DPWH - Siquijor District Engineering Office, Larena, Siquijor***, 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.
12. For further information, please refer to:  
*Elsa C. Jumadla*  
*Head, Procurement Staff, DPWH – Siquijor District Engineering Office, Larena, Siquijor*  
*Telephone Number: (035) 542-5760*  
*E-mail Address: [dpwh\\_siq2015@yahoo.com](mailto:dpwh_siq2015@yahoo.com)*
13. You may visit the following websites:  
For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) & [www.dpwh.gov.ph](http://www.dpwh.gov.ph)

***May 22, 2025***

***SGD.***  
***RAKIL-ALI S. RAKI-IN, AER***  
*Asst. District Engineer*  
*Chairperson, Bids and Awards Committee*

## ***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, ***DPWH - Siquijor District Engineering Office, Larena, Siquijor***, wishes to receive Bids for the ***25GRJ0002 - Procurement of Office Supplies and Devices for use in the DPWH Office***.

The Procurement Project (referred to herein as “Project”) is composed of *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 ***Engineering Administrative Overhead (EAO) FY 2025*** in the amount of ***Php 2,683,355.32***.

2.2. The source of funding is:

**a. NGA, the General Appropriations Act or Special Appropriations.**

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

- 5.2. Foreign ownership 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:
- 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:

The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 **1 year** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

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

## **12. Bid Prices**

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

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

## **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:

Philippine Pesos



## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***120 calendar days after the opening of bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

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

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

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

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

## 20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, 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**. 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**.

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>As guidance, a contract shall be considered “similar” to the contract to be bid if it involves goods or services of the same nature and complexity as the subject matter of the project being procured. Similarity of contract should be interpreted liberally in the sense that it should not refer to an exact parallel, but only to an analogous one similar category.</i></li> <li>b. Completed within <b>1 year</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
12	Not applicable.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b><u>Php 53,667.11</u></b> (<i>two percent (2%) of ABC</i>), if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><u>Php 134,167.77</u></b> (<i>five percent (5%) of ABC</i>), if bid security is in Surety Bond.</li> </ul>
20.2	<p><i>Only tax returns filed and paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</i></p> <p><i>Also, the Bidder shall submit the latest Mayor’s or Business Permit, Tax Clearance and PhilGEPS Registration Certificate.</i></p>

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

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

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

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

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

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

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

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

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

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

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

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

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

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



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>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>
2.2	<i>Partial payment is allowed.</i>
4	<p>The inspections and tests that will be conducted are:</p> <p><i>(i) Regular inspection during delivery of goods.</i></p>

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

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	3/4 LAYER TOP FILE/DESKTOP ORGANIZER/STORAGE	1		
2	AIR FRESHENER (Spray-Lemon Fresh)	89		
3	Air Spencer Car Freshener (Lemon Fresh)	59		
4	ALCOHOL, 70% solution, 500ml	54		
5	Archfile 4", Side Clip A4, w/ DPWH Logo	80		
6	Canon 810 ink	2		
7	Certified True Copy Stamp	2		
8	Construction paper mint green	1		
9	CORRECTION TAPE, ROLLER type, usable length 6m	210		
10	ENVELOPE, DOCUMENTARY, for legal size document, brown	70		
11	Expanded folder, long, green	60		
12	FASTENER 2-3/4	8		
13	Filer 4", long, w/DPWH Logo	80		
14	FOLDER, white, legal size	845		
15	Genuine Canon GI-790 (Pixma) Ink Bottle (black) 135ml	33		
16	Genuine Canon GI-790 (Pixma) Ink Bottle (cyan) 70ml	8		
17	Genuine Canon GI-790 (Pixma) Ink Bottle	8		
18	Genuine Canon GI-790 (Pixma) Ink Bottle	8		
19	Genuine Epson 003 Ink Bottle (black) 65 ml	4		
20	Genuine Epson 003 Ink Bottle (cyan) 65 ml	2		
21	Genuine Epson 003 Ink Bottle (yellow) 65 ml	2		
22	Genuine Epson 008 Ink Bottle (cyan)	13		
23	Genuine Epson 008 Ink Bottle (magenta)	13		
24	Genuine Epson 008 Ink Bottle (yellow)	13		
25	Gestener Toner (Black 285g) / Print Cartridge IMC2000	11		
26	Gestener Toner (Cyan 117g) / Print Cartridge IMC2000	7		
27	Gestener Toner (Magenta 132g) / Print Cartridge IMC2000	5		
28	Gestener Toner (Yellow 126g) / Print Cartridge IMC2000	4		
29	Glue, 130 grams	10		
30	Hand Liquid Soap	29		
31	Muriatic 1L	32		
32	PAPER CLIP small	2		
33	PAPER CLIP,big	12		

34	PAPER, COPY 70gram (-3%) size 210mmx297mm (A4)	840		
35	Paper Sticker, Glossy A4, White	2		
36	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	32		
37	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	32		
38	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	17		
39	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	29		
40	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip	32		
41	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	32		
42	STAPLE WIRE #35	50		
43	Tissue, Jumbo for CR	32		
44	Trash Bag -XL	75		
45	XSTAMPLER QUIZ INK VIOLET	1		
46	Paper, Copy, A3	21		
47	Correction Pen	32		
48	Pencil, lead, w/ eraser, wood cased, hardness: HB	54		
49	Tape, Duct tape, blue, width: 51mm	45		
50	Tape, double sided 1/2"	20		
51	Tape, packaging tape 2"	25		
52	Tape, Masking, width: 24mm	15		
53	Tape, Masking, width: 48mm	15		
54	Sign Pen, Black, liquid/gel ink, 0.4mm needle	20		
55	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle	20		
56	SIGN PEN, Red, liquid/gel ink, 0.5mm needle	34		
57	Glue, gross weight: 240 grams min	5		
58	Ordinary Ball Pen, Black	114		
59	Ordinary Ball Pen, Blue	90		
60	Alcohol, 70% solution, ethyl, gal	40		
61	Binder Clip 25mm (1")	10		
62	Binder Clip 19mm (3/4")	8		
63	Binder Clip 32mm (1 1/4")	8		
64	Binder Clip 50mm (2")	20		
65	Genuine Epson 008 Ink Bottle (yellow)	6		
66	Trash bag (Large)	65		
67	Trash bag (Medium)	15		
68	Trash bag (Small)	30		
69	Battery, Dry Cell, size AA	70		
70	Battery, Dry Cell, size AAA	70		
71	Official Record Book, 500 pages	2		
72	Sticky Note Pad 3x3"	20		
73	Rug, table	10		
74	Detergent Powder, all purpose, 70grams per sachet	13		
75	Fabric Conditioner, 1000ml	6		
76	Record Book (300 pages)	10		
77	Albatros	15		
78	Toilet Bowl Cleaner, 1000ml	52		
79	Engineer's Field Book	5		

80	Non-Slip mice mat ergonomic comfortable mouse pad w/ gel wrist rest	5		
81	Marker, Permanent, Blue, broad	7		
82	Marker, Permanent, Black, broad	39		
83	Stamp Pad Ink	4		
84	Stamp Pad w/ ink	5		
85	Manual Vernier Caliper 0-15mm Carbon Steel	4		
86	Electrical Tape 0.16mmx19mmx16mm	10		
87	Rags, all cotton	5		
88	Dishwashing paste, lemon, 400g	50		
89	USB Flashdrive (4GB)	7		
90	Steel Tape (8 m)	6		
91	Mouse, Wireless, USB	5		
92	Heavy duty stapler, HD-0021 / 23/25, Max 210 sheets	4		
93	Sharpie, Permanent Marker, Fine point, black	30		
94	Sharpie, Permanent Marker, Fine point, blue	30		
95	UPS 3000VA	17		
96	Stapler with remover #35, heavy duty	9		
97	Stapler remover	17		
98	Marker Pen, For Whiteboard, Blue	12		
99	Marker Pen, For Whiteboard, Black	36		
100	Mop	5		
101	Colour Pencil (12 colors)	2		
102	Sticky Note Pad 5 colors 0.5x1.7"	20		
103	Archfile 3", Side Clip A4, with DPWH Logo	110		
104	Tornado Mop and Spin Dry Bucket Set with 1 Microfiber MopHead	4		
105	Doormat (Non-slip)	2		
106	Fine Liner Tech Pen Pigment Ink PIN200 - Black (0.8)	24		
107	Tape, double sided 1"	28		
108	Carbon paper long black, plastofoil	1		
109	Steel tape, 3M	11		
110	Envelope, Expanding, Kraftboard, for legal size	100		
111	Friction pen, eraseable pen	10		
112	Scientific Calculator	10		
113	Storage box with DPWH logo	15		
114	Stainless steel havy duty 185mm scissors	17		
115	Flash Drive with OTG Type C (64gb)	14		
116	Puncher, heavy duty, big	1		
117	Photopaper A4 (20shts)	3		
118	French curve	2		
119	Desk Tray/wire mesh 4 layer file tray	10		
120	Keyboard Wired	1		
121	Glass Cleaner Spray 500ml	3		
122	Multi Insect Killer Spray 300ml	3		
123	External Drive 1TB	1		
124	Gestetner Toner (MP C2503S) Cyan	14		
125	Gestetner Toner (MP C2503S) Magenta	29		
126	Gestetner Toner (MP C2503S) Yellow	5		
127	Gestetner Toner (MP C2503S) Black	7		

128	Pencil Sharpener Manual Table Type Heavy Duty	1		
129	Voucher's Record Book (250 leaves)	4		
130	Scotch Tape ,2"x48mm/40mm	5		
131	C4 Pen Black	60		
132	C4 Pen Blue	60		
133	C3 Pen Black	60		
134	C3 Pen Blue	60		
135	C5 Pen Black	60		
136	C5 Pen Blue	60		
137	C4 Pen Black Refill	72		
138	C4 Pen Blue Refill	72		
139	C3 Pen Black Refill	72		
140	C3 Pen Blue Refill	72		
141	C5 Pen Black Refill	72		
142	C5 Pen Blue Refill	72		
143	Novajet Mylar Film Paper Size 24"x20m 100microns matte	50		
144	Novajet Mylar Film Paper Size 30"x20m 100microns matte	50		
145	Clear Book 20 sheets, 23 holes	30		
146	Calculator 12 Digits Two Way Power	1		
147	Dishwashing Liquid 1000ml	26		
148	Brown Envelope, A4	50		
149	Folder, Fancy A4 size documents	50		
150	Cutter Blade (Heavy Duty)	3		
151	Bleach Colorsafe 1000ml	3		
152	Four Port USB 3.0 Hub (1m chord)	2		
153	Multi Surface Cleaner, Sparkling Lemon & Sunflower Essence Scent (6.21L)	2		
154	Triple Action Dishwashing Liquid, Lemon, (4L)	3		
155	Trash Bag, Medium (100bags/box)	1		
156	Trash Bag, Large (60bags/box)	1		
157	Trash Bag, XL (60bags/box)	1		
158	Multi Surface Cleaner, 500ml, spray	4		
159	Alcohol, pump, 1L	4		
160	All Purpose Scouring powder, 650g	3		
161	Surface Spray, Lemon Enhancing Polish, 403g, 3bot./pack	1		
162	Detergent Powder, 3500g	2		
163	Fabric Conditioner, 2.2L	2		
164	Disinfectant Spray, 681mL	4		
165	Anti-bacterial Hand Soap, 975ml	2		
166	Liquid Detergent with black Fixant, 2L	1		
167	Bleach Original, 3785ml	2		

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

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

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

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

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

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

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

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

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

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

## Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
1	3/4 LAYER TOP FILE/DESKTOP ORGANIZER/STORAGE	
2	AIR FRESHENER (Spray-Lemon Fresh)	
3	Air Spencer Car Freshener (Lemon Fresh) Shaldan	
4	ALCOHOL, 70% solution, 500ml	
5	Archfile 4", Side Clip A4, w/ DPWH Logo	
6	Canon 810 ink	
7	Certified True Copy Stamp	
8	Construction paper mint green	
9	CORRECTION TAPE, ROLLER type, usable length 6m	
10	ENVELOPE, DOCUMENTARY, for legal size document, brown	
11	Expanded folder, long, green	
12	FASTENER 2-3/4	
13	Filer 4", long, w/DPWH Logo	

14	FOLDER, white, legal size	
15	Genuine Canon GI-790 (Pixma) Ink Bottle (black) 135ml	
16	Genuine Canon GI-790 (Pixma) Ink Bottle (cyan) 70ml	
17	Genuine Canon GI-790 (Pixma) Ink	
18	Genuine Canon GI-790 (Pixma) Ink	
19	Genuine Epson 003 Ink Bottle	
20	Genuine Epson 003 Ink Bottle	
21	Genuine Epson 003 Ink Bottle	
22	Genuine Epson 008 Ink Bottle (cyan)	
23	Genuine Epson 008 Ink Bottle (magenta)	
24	Genuine Epson 008 Ink Bottle (yellow)	
25	Gestener Toner (Black 285g) / Print Cartridge IMC2000	
26	Gestener Toner (Cyan 117g) / Print Cartridge IMC2000	
27	Gestener Toner (Magenta 132g) / Print Cartridge IMC2000	
28	Gestener Toner (Yellow 126g) / Print Cartridge IMC2000	
29	Glue, 130 grams	
30	Hand Liquid Soap	
31	Muriatic 1L	
32	PAPER CLIP small	
33	PAPER CLIP, big	
34	PAPER, COPY 70gram (-3%) size	
35	Paper Sticker, Glossy A4, White	
36	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip	
37	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
38	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	
39	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	
40	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip	
41	SIGN PEN, BLUE, liquid/gel ink, 0.3mm needle tip	
42	STAPLE WIRE #35	
43	Tissue, Jumbo for CR	
44	Trash Bag -XL	
45	XSTAMPLER QUIZ INK VIOLET	
46	Paper, Copy, A3	
47	Correction Pen	
48	Pencil, lead, w/ eraser, wood cased, hardness: HB	



49	Tape, Duct tape, blue, width: 51mm	
50	Tape, double sided 1/2"	
51	Tape, packaging tape 2"	
52	Tape, Masking, width: 24mm	
53	Tape, Masking, width: 48mm	
54	Sign Pen, Black, liquid/gel ink,	
55	SIGN PEN, BLUE, liquid/gel ink,	
56	SIGN PEN, Red, liquid/gel ink,	
57	Glue, gross weight: 240 grams min	
58	Ordinary Ball Pen, Black	
59	Ordinary Ball Pen, Blue	
60	Alcohol, 70% solution, ethyl, gal	
61	Binder Clip 25mm (1")	
62	Binder Clip 19mm (3/4")	
63	Binder Clip 32mm (1 1/4")	
64	Binder Clip 50mm (2")	
65	Genuine Epson 008 Ink Bottle (yellow)	
66	Trash bag (Large)	
67	Trash bag (Medium)	
68	Trash bag (Small)	
69	Battery, Dry Cell, size AA	
70	Battery, Dry Cell, size AAA	
71	Official Record Book, 500 pages	
72	Sticky Note Pad 3x3"	
73	Rug, table	
74	Detergent Powder, all purpose, 70grams per sachet	
75	Fabric Conditioner, 1000ml	
76	Record Book (300 pages)	
77	Albatros	
78	Toilet Bowl Cleaner, 1000ml	
79	Engineer's Field Book	
80	Non-Slip mice mat ergonomic comfortable mouse pad w/ gel wrist rest	
81	Marker, Permanent, Blue, broad	
82	Marker, Permanent, Black, broad	
83	Stamp Pad Ink	
84	Stamp Pad w/ ink	
85	Manual Vernier Caliper 0-15mm Carbon Steel	
86	Electrical Tape 0.16mmx19mmx16mm	
87	Rags, all cotton	
88	Dishwashing paste, lemon, 400g	
89	USB Flashdrive (4GB)	
90	Steel Tape (8 m)	
91	Mouse, Wireless, USB	

92	Heavy duty stapler, HD-0021 / 23/25, Max 210 sheets	
93	Sharpie, Permanent Marker, Fine point, black	
94	Sharpie, Permanent Marker, Fine point, blue	
95	UPS 3000VA	
96	Stapler with remover #35, heavy duty	
97	Stapler remover	
98	Marker Pen, For Whiteboard, Blue	
99	Marker Pen, For Whiteboard, Black	
100	Mop	
101	Colour Pencil (12 colors)	
102	Sticky Note Pad 5 colors 0.5x1.7"	
103	Archfile 3", Side Clip A4, with DPWH Logo	
104	Tornado Mop and Spin Dry Bucket Set with 1 Microfiber MopHead	
105	Doormat (Non-slip)	
106	Fine Liner Tech Pen Pigment Ink PIN200 - Black (0.8)	
107	Tape, double sided 1"	
108	Carbon paper long black, plastofoil	
109	Steel tape, 3M	
110	Envelope, Expanding, Kraftboard, for legal size	
111	Friction pen, eraseable pen	
112	Scientific Calculator	
113	Storage box with DPWH logo	
114	Stainless steel havy duty 185mm scissors	
115	Flash Drive with OTG Type C (64gb)	
116	Puncher, heavy duty, big	
117	Photopaper A4 (20shts)	
118	French curve	
119	Desk Tray/wire mesh 4 layer file tray	
120	Keyboard Wired	
121	Glass Cleaner Spray 500ml	
122	Multi Insect Killer Spray 300ml	
123	External Drive 1TB	
124	Gestetner Toner (MP C2503S) Cyan	
125	Gestetner Toner (MP C2503S)	
126	Gestetner Toner (MP C2503S)	
127	Gestetner Toner (MP C2503S) Black	
128	Pencil Sharpener Manual Table Type	
129	Voucher's Record Book (250 leaves)	
130	Scotch Tape ,2"48mm/40mm	
131	C4 Pen Black	

132	C4 Pen Blue	
133	C3 Pen Black	
134	C3 Pen Blue	
135	C5 Pen Black	
136	C5 Pen Blue	
137	C4 Pen Black Refill	
138	C4 Pen Blue Refill	
139	C3 Pen Black Refill	
140	C3 Pen Blue Refill	
141	C5 Pen Black Refill	
142	C5 Pen Blue Refill	
143	Novajet Mylar Film Paper Size 24"x20m 100microns matte	
144	Novajet Mylar Film Paper Size 30"x20m 100microns matte	
145	Clear Book 20 sheets, 23 holes	
146	Calculator 12 Digits Two Way Power	
147	Dishwashing Liquid 1000ml	
148	Brown Envelope, A4	
149	Folder, Fancy A4 size documents	
150	Cutter Blade (Heavy Duty)	
151	Bleach Colorsafe 1000ml	
152	Four Port USB 3.0 Hub (1m chord)	
153	Multi Surface Cleaner, Sparkling Lemon & Sunflower Essence Scent (6.21L)	
154	Triple Action Dishwashing Liquid, Lemon, (4L)	
155	Trash Bag, Medium (100bags/box)	
156	Trash Bag, Large (60bags/box)	
157	Trash Bag, XL (60bags/box)	
158	Multi Surface Cleaner, 500ml, spray	
159	Alcohol, pump, 1L	
160	All Purpose Scouring powder, 650g	
161	Surface Spray, Lemon Enhancing Polish, 403g, 3bot./pack	
162	Detergent Powder, 3500g	
163	Fabric Conditioner, 2.2L	
164	Disinfectant Spray, 681mL	
165	Anti-bacterial Hand Soap, 975ml	
166	Liquid Detergent with black Fixant, 2L	
167	Bleach Original, 3785ml	

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

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

#### Financial Documents

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

Capacity (NFCC);

**or**

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

***Class “B” Documents***

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

**or**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

- ☐ (o) *[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.  
☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**Department of Public Works and Highways (DPWH)**

Contract ID: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Location of the Contract: \_\_\_\_\_

**Checklist of Financial Components for the BAC**

PROJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

BIDDER: \_\_\_\_\_

**Checklist of Bid Requirements**

**FINANCIAL ENVELOPE:**

shall contain the following information/documents and shall be opened only if the bidder has complied with the requirements in the Eligibility and Technical Component

IMP. OFFICE
MEMBER
MEMBER
MEMBER
VICE-CHAIRMAN
CHAIRMAN

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

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

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2 Recurring and maintenance costs, if applicable

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

Remarks: ( ) Complying ( ) Non-Complying

DPWH-G&S-21: The Financial Proposal Checklist may be used by the BAC to keep track of the financial evaluation results after determining the eligible suppliers whose technical proposal passed. This form, once accomplished, may be used by the BAC Secretariat as a reference in writing up the minutes of the Bid Opening.

## Department of Public Works and Highways (DPWH)

Contract ID: \_\_\_\_\_  
 Contract Name: \_\_\_\_\_  
 Location of the Contract: \_\_\_\_\_

### Checklist of Eligibility and Technical Components for the BAC

PROJECT: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 BIDDER: \_\_\_\_\_

#### ELIGIBILITY.

IMP. OFFICE	MEMBER	MEMBER	MEMBER	VICE-CHAIRMAN	CHAIRMAN
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- 1 Certification in lieu of Class "A" Documents.  
*Note: This document certifies that the Class "A" Documents are complete, current and updated. Presence of this document shall forego the checking of the Class "A" Documents.*

OR all requirements listed under Legal, Technical and Financial Documents

#### Class "A" Legal Documents

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- 1 DTI Business Name registration or SEC Registration Certificate or CDA for Cooperatives.

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

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- 3 Statement of ongoing and similar completed government and private contracts  
 50% = Php

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- 4 Audited Financial Statement, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year which should not be earlier than two(2) years from the date of bid submission, showing among others the total assets and liabilities.

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- 5 Income Tax Return of the preceding year filed and paid thru the BIR Electronic Filing and Payment System (EFPS).

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- 6 Computation of Net Financial Contracting Capacity (NFCC)

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- 7 Tax Clearance per Executive Order No. 398 series of 2005, as finally reviewed and approved by the BIR

#### Class "B" Documents (if applicable)

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- 1 Valid Joint Venture Agreement, in case the joint venture is already in existence. In the absence of a JVA, 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 shall be included in the bid, and information provided therein are true and correct

DPWH-G&S-20: The Eligibility and Technical Checklist for the BAC is used to keep track of the Eligibility, Technical and Financial Proposals submitted by bidders using a non-discretionary "pass/fail" criterion. This form may also be used by the BAC Secretariat as a reference in writing up the minutes of the Opening of Eligibility and Bid Requirements.



**Department of Public Works and Highways (DPWH)**

**Contract ID:** \_\_\_\_\_

**Contract Name:** \_\_\_\_\_

**Location of the Contract:** \_\_\_\_\_

**TECHNICAL**

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

**REQUIRED BID SECURITY/FORM**

- a. Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft  
or Irrevocable Letter of Credit, confirmed by a Universal or Commercial Bank
- b. Surety Bond (Callable on Demand)

Validity Period \_\_\_\_\_ 120 calendar days upon opening of bids

Form of Security \_\_\_\_\_

Company \_\_\_\_\_

Number \_\_\_\_\_

Official Receipt No. \_\_\_\_\_

Validity Period \_\_\_\_\_

Callable on Demand \_\_\_\_\_

Bid Security Amount \_\_\_\_\_

Certification from Insurance Commission ( )

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Bid Securing Declaration

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1 Bid Security ( ) Sufficient ( ) Insufficient

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2 Technical Specifications

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3 Production/Delivery Schedule

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4 Warranty Certificate

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5 Brochures of Offered Equipment

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6 Omnibus Sworn Statement

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7 Secretary's Certificate and Board Resolution

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

Remarks: ( ) Pass ( ) Fail

DPWH-G&S-20: The Eligibility and Technical Checklist for the BAC is used to keep track of the Eligibility, Technical and Financial Proposals submitted by bidders using a non-discretionary "pass/fail" criterion. This form may also be used by the BAC Secretariat as a reference in writing up the minutes of the Opening of Eligibility and Bid Requirements.

## ***Section IX. Bidding Forms***

Contract ID. No.: 25GRJ0002

Name of Project: Procurement of Office Supplies and Devices for use in the DPWH Office

## BID FORM

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

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

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

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

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None") ]

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

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

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

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

Contract ID. No.: 25GRJ0002

Name of Project: Procurement of Office Supplies and Devices for use in the DPWH Office

### **Price Schedule for Goods Offered from Within the Philippines**

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

#### **For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	3/4 LAYER TOP FILE/DESK TOP ORGANIZER/STORAGE		1 pc.						
2	AIR FRESHENER (Spray-Lemon Fresh)		89 bot.						
3	Air Spencer Car Freshener (Lemon Fresh) Shaldan		59 can						
4	ALCOHOL, 70% solution, 500ml		54 bot.						
5	Archfile 4", Side Clip A4, w/ DPWH Logo		80 pc.						
6	Canon 810 ink		2 cart.						
7	Certified True Copy Stamp		2 pc.						

8	Constructi on paper mint green		1 pack						
9	CORRECTI ON TAPE, ROLLER type, usable length 6m		210 pc.						
10	ENVELOPE , DOCUMEN TARY, for legal size document, brown		70 pc.						
11	Expanded folder, long, green		60 pc.						
12	FASTENER 2-3/4		8 box						
13	Filer 4", long, w/DPWH Logo		80 pc.						
14	FOLDER, white, legal size		845 pc.						
15	Genuine Canon GI- 790 (Pigma) Ink Bottle (black) 135ml		33 bot.						
16	Genuine Canon GI- 790 (Pigma) Ink Bottle (cyan) 70ml		8 bot.						
17	Genuine Canon GI- 790 (Pigma) Ink Bottle (magenta) 70ml		8 bot.						
18	Genuine Canon GI- 790 (Pigma) Ink Bottle (yellow) 70ml		8 bot.						

19	Genuine Epson 003 Ink Bottle (black) 65 ml		4 bot.						
20	Genuine Epson 003 Ink Bottle (cyan) 65 ml		2 bot.						
21	Genuine Epson 003 Ink Bottle (yellow) 65 ml		2 bot.						
22	Genuine Epson 008 Ink Bottle (cyan)		13 bot.						
23	Genuine Epson 008 Ink Bottle (magenta)		13 bot.						
24	Genuine Epson 008 Ink Bottle (yellow)		13 bot.						
25	Gestener Toner (Black 285g) / Print Cartridge IMC2000		11 bot.						
26	Gestener Toner (Cyan 117g) / Print Cartridge IMC2000		7 bot.						
27	Gestener Toner (Magenta 132g) / Print Cartridge IMC2000		5 bot.						
28	Gestener Toner (Yellow 126g) / Print Cartridge IMC2000		4 bot.						
29	Glue, 130 grams		10 pc.						

30	Hand Liquid Soap		29 bot.						
31	Muriatic 1L		32 bot.						
32	PAPER CLIP small		2 pc.						
33	PAPER CLIP,big		12 pc.						
34	PAPER, COPY 70gram (-3%) size 210mmx297mm (A4)		840 ream						
35	Paper Sticker, Glossy A4,White		2 pack						
36	SIGN PEN, BLACK, liquid/gel ink, 0.3mm needle tip		32 pc.						
37	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		32 pc.						
38	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip		17 pc.						
39	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip		29 pc.						
40	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip		32 pc.						
41	SIGN PEN,BLUE, liquid/gel ink, 0.3mm needle tip		32 pc.						



42	STAPLE WIRE #35		50 box						
43	Tissue, Jumbo for CR		32 roll						
44	Trash Bag -XL		75 roll						
45	XSTAMPLE R QUIZ INK VIOLET		1 box						
46	Paper, Copy, A3		21 ream						
47	Correction Pen		32 pc.						
48	Pencil, lead, w/ eraser, wood cased, hardness: HB		54 pc.						
49	Tape, Duct tape, blue, width: 51mm		45 roll						
50	Tape, double sided 1/2"		20 roll						
51	Tape, packaging tape 2"		25 roll						
52	Tape, Masking, width: 24mm		15 roll						
53	Tape, Masking, width: 48mm		15 roll						
54	Sign Pen, Black, liquid/gel ink, 0.4mm needle tip		20 pc.						
55	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		20 pc.						
56	SIGN PEN, Red,		34 pc.						

	liquid/gel ink, 0.5mm needle tip								
57	Glue, gross weight: 240 grams min		5 bot.						
58	Ordinary Ball Pen, Black		114 pc.						
59	Ordinary Ball Pen, Blue		90 pc.						
60	Alcohol, 70% solution, ethyl, gal		40 gal.						
61	Binder Clip 25mm (1")		10 box						
62	Binder Clip 19mm (3/4")		8 box						
63	Binder Clip 32mm (1 1/4")		8 box						
64	Binder Clip 50mm (2")		20 box						
65	Genuine Epson 008 Ink Bottle (yellow)		6 bot.						
66	Trash bag (Large)		65 roll						
67	Trash bag (Medium)		15 roll						
68	Trash bag (Small)		30 roll						
69	Battery, Dry Cell, size AA		70 pc.						
70	Battery, Dry Cell, size AAA		70 pc.						
71	Official Record Book, 500 pages		2 book						
72	Sticky Note Pad 3x3"		20 pad						

73	Rug, table		10 pc.						
74	Detergent Powder, all purpose, 70grams per sachet		13 kl.						
75	Fabric Conditioner, 1000ml		6 bot.						
76	Record Book (300 pages)		10 book						
77	Albatross		15 pc.						
78	Toilet Bowl Cleaner, 1000ml		52 bot.						
79	Engineer's Field Book		5 book						
80	Non Slip mice mat ergonomic comfortable mouse pad w/ gel wrist rest		5 pc.						
81	Marker, Permanent, Blue, broad		7 pc.						
82	Marker, Permanent, Black, broad		39 pc.						
83	Stamp Pad Ink		4 bot.						
84	Stamp Pad w/ ink		5 bot.						
85	Manual Vernier Caliper 0-15mm Carbon Steel		4 unit						
86	Electrical Tape 0.16mmx19mmx16m		10 roll						
87	Rags, all cotton		5 pc.						

88	Dishwashing paste, lemon, 400g		50 pc.						
89	USB Flashdrive (4GB)		7 pc.						
90	Steel Tape (8 m)		6 pc.						
91	Mouse, Wireless, USB		5 unit						
92	Heavy duty stapler, HD-0021 / 23/25, Max 210 sheets		4 pc.						
93	Sharpie, Permanent Marker, Fine point, black		30 pc.						
94	Sharpie, Permanent Marker, Fine point, blue		30 pc.						
95	UPS 3000VA		17 unit						
96	Stapler with remover #35, heavy duty		9 pc.						
97	Stapler remover		17 pc.						
98	Marker Pen, For Whiteboard, Blue		12 pc.						
99	Marker Pen, For Whiteboard, Black		36 pc.						
100	Mop		5 pc.						
101	Colour Pencil (12 colors)		2 box						

102	Sticky Note Pad 5 colors 0.5x1.7"		20 pad						
103	Archfile 3", Side Clip A4, with DPWH Logo		110 pc.						
104	Tornado Mop and Spin Dry Bucket Set with 1 Microfiber MopHead		4 pc.						
105	Doormat (Non-slip)		2 pc.						
106	Fine Liner Tech Pen Pigment Ink PIN200 - Black (0.8)		24 pc.						
107	Tape, double sided 1"		28 roll						
108	Carbon paper long black, plastofoil		1 pc.						
109	Steel tape, 3M		11 pc.						
110	Envelope, Expanding, Kraftboard , for legal size		100 pc.						
111	Friction pen, eraseable pen		10 pc.						
112	Scientific Calculator		10 pc.						
113	Storage box with DPWH logo		15 pc.						
114	Stainless steel havy duty 185mm scissors		17 pc.						

115	Flash Drive with OTG Type C (64gb)		14 unit						
116	Puncher, heavy duty, big		1 pc.						
117	Photopaper A4 (20shts)		3 pack						
118	French curve		2 pc.						
119	Desk Tray/wire mesh 4 layer file tray		10 pc.						
120	Keyboard Wired		1 pc.						
121	Glass Cleaner Spray 500ml		3 bot.						
122	Multi Insect Killer Spray 300ml		3 bot.						
123	External Drive 1TB		1 unit						
124	Gestetner Toner (MP C2503S) Cyan		14 bot.						
125	Gestetner Toner (MP C2503S) Magenta		29 bot.						
126	Gestetner Toner (MP C2503S) Yellow		5 bot.						
127	Gestetner Toner (MP C2503S) Black		7 bot.						
128	Pencil Sharpener Manual Table Type Heavy Duty		1 pc.						

129	Voucher's Record Book (250 leaves)		4 pc.						
130	Scotch Tape ,2"x48mm/40mm		5 roll						
131	C4 Pen Black		60 pc.						
132	C4 Pen Blue		60 pc.						
133	C3 Pen Black		60 pc.						
134	C3 Pen Blue		60 pc.						
135	C5 Pen Black		60 pc.						
136	C5 Pen Blue		60 pc.						
137	C4 Pen Black Refill		72 pc.						
138	C4 Pen Blue Refill		72 pc.						
139	C3 Pen Black Refill		72 pc.						
140	C3 Pen Blue Refill		72 pc.						
141	C5 Pen Black Refill		72 pc.						
142	C5 Pen Blue Refill		72 pc.						
143	Novajet Mylar Film Paper Size 24"x20m 100microns matte		50 roll						
144	Novajet Mylar Film Paper Size 30"x20m 100microns matte		50 roll						
145	Clear Book 20 sheets, 23 holes		30 pc.						

146	Calculator 12 Digits Two Way Power		1 unit						
147	Dishwashi ng Liquid 1000ml		26 bot.						
148	Brown Envelope, A4		50 pc.						
149	Folder, Fancy A4 size documents		50 pc.						
150	Cutter Blade (Heavy Duty)		3 pc.						
151	Bleach Colorsafe 1000ml		3 bot.						
152	Four Port USB 3.0 Hub (1m chord)		2 unit						
153	Multi Surface Cleaner, Sparkling Lemon & Sunflower Essence Scent (6.21L)		2 gal.						
154	Triple Action Dishwashi ng Liquid, Lemon, (4L)		3 gal.						
155	Trash Bag, Medium (100bags/ box)		1 box						
156	Trash Bag, Large (60bags/b ox)		1 box						
157	Trash Bag, XL (60bags/b ox)		1 box						
158	Multi Surface Cleaner, 500ml, spray		4 bot.						



159	Alcohol, pump, 1L		4 bot.						
160	All Purpose Scouring powder, 650g		3 bot.						
161	Surface Spray, Lemon Enhancing Polish, 403g, 3bot./pack		1 pack						
162	Detergent Powder, 3500g		2 pack						
163	Fabric Conditione r, 2.2L		2 pack						
164	Disinfectan t Spray, 681mL		4 bot.						
165	Anti- bacterial Hand Soap, 975ml		2 bot.						
166	Liquid Detergent with black Fixant, 2L		1 bot.						
167	Bleach Original, 3785ml		2 gal.						

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**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>								
						Total Cost		

Note: This statement shall be supported with: Total Cost

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

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

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

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

**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: \_\_\_\_\_

Contract ID. No.: 25GRJ0002

Name of Project: Procurement of Office Supplies and Devices for use in the DPWH Office

REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ ) S.S.

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

Contract ID. No.: 25GRJ0002

Name of Project: Procurement of Office Supplies and Devices for use in the DPWH Office

## OMNIBUS SWORN STATEMENT

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **Incase advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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### CONTRACT AGREEMENT

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

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

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

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

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

#### **Acknowledgment**

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



