

ITB No. bac-22-1014B

# PHILIPPINE BIDDING DOCUMENTS



Government of the Republic of the  
Philippines  
**City Government of Pasig**

Supply and Delivery of  
Various Supplies for the  
Effectiveness of Sanggunian  
Bayan Operation

**Sixth Edition  
July 2020**

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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***

**CITY GOVERNMENT OF PASIG**  
**The Bids and Awards Committee**

**INVITATION TO BID FOR**

*Supply and Delivery of Various Supplies for the Effectiveness of Sanggunian Bayan Operation*

1. The **CITY GOVERNMENT OF PASIG**, through the Executive Budget CY 2022 intends to apply the sum of *Three Million Five Hundred Nineteen Thousand Six Hundred Forty Five Pesos Only (Php 3,519,645.00)* being the ABC to payments under the contract for the *Supply and Delivery of Various Supplies for the effectiveness of Sanggunian Bayan Operation*. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

LOT NO.	DESCRIPTION	APPROVED BUDGET
1	Janitorial Supplies	PHP194,340.00
2	Emergency Kit Supplies	PHP29,625.00
3	Kitchen Supplies	PHP58,144.00
4	Grocery Items	PHP77,150.00
5	ICT Peripherals	PHP228,946.00
6	Office Supplies	PHP2,931,440.00

2. The **CITY GOVERNMENT OF PASIG** now invites bids for the above Procurement Project. *Delivery of the Goods is required by please refer to Section VI. Schedule of Requirements*. 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.

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 Bids and Awards Committee through its Secretariat and inspect the Bidding

Documents at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders on [October 14, 2022](#) 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 based on the following schedule.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.

APPROVED BUDGET FOR THE CONTRACT	COST OF BIDDING DOCUMENTS
500,000 and below	PHP500.00
More than 1 million up to 5 million	PHP5,000.00

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

6. The **CITY GOVERNMENT OF PASIG** will hold a Pre-Bid Conference on [October 21, 2022, 1:30 P.M](#) at [7<sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City](#), which shall be open to prospective bidders.
7. Bids must be duly received by the Procurement Management Office through manual submission at the office address indicated below, on or before [November 2, 2022, 10:00 A.M.](#) 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 [November 2, 2022, 10:00 A.M](#) at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Each Bidder shall submit **one (1) sealed Mother envelope** containing:
  1. **ORIGINAL (SEALED AND LABELED)**
    - 1.1 Company Profile Folder
    - 1.2 Hard Copy



(Original Technical Component and Original Financial Components)

**And**

- 1.3 One (1) USB Flash Drive containing
  - 1.3.1 Scanned Documents (Original Technical and Original Financial Components)
  - 1.3.2 Excel File of the Price Schedule

**2. COPY 1 (SEALED AND LABELED)**

- 2.1 One (1) USB Flash Drive sealed and labeled as "Copy 1" containing scanned documents of Technical and Financial Components

Bidders shall bear all costs associated with the preparation and submission of their bids, and *THE CITY GOVERNMENT OF PASIG* will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that *THE CITY GOVERNMENT OF PASIG* will only accept bids from those that have paid the applicable fee for the Bidding Documents.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper. The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
- 11. The ***CITY GOVERNMENT OF PASIG*** 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:  
***Atty. Ponce Miguel D. Lopez***  
*Procurement Management Office*  
*Caruncho Avenue, Pasig City*

[bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

(02) 8643-1111 local 1461 or 1462

[Pasigcity.gov.ph](http://Pasigcity.gov.ph)

13. You may visit the following websites:  
For downloading of Bidding Documents:  
<https://notices.philgeps.gov.ph>

October 14, 2022

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**Atty. Josephine C. Lati-Bagoisan**  
BAC Chairperson

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

## 1. Scope of Bid

The Procuring Entity, *CITY GOVERNMENT OF PASIG* wishes to receive Bids for *Supply and Delivery of Various Supplies for the Effectiveness of Sanggunian Bayan Operation*, with identification number *ITB # bac-22-1014B*.

The Procurement Project (referred to herein as "Project") is composed of *six (6) lots*, 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 Executive Budget CY 2022 in the amount of *Three Million Five Hundred Nineteen Thousand Six Hundred Forty Five Pesos Only (Php 3,519,645.00)*.

2.2. The source of funding is:

- a. 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.

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:

- 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:
- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *7<sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City* 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 *three (3) years* prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

## **12. Bid Prices**

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

a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in the **BDS**.

b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **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:

a. 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 *one hundred twenty (120) calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

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

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

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

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

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

other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

- Option 1 – One Project having several items that shall be awarded as one contract.
- Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

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

## **20. Post-Qualification**

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

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

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

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



**INSTRUCTION TO BIDDERS**

**PROJECT** : *Supply and Delivery of Various Supplies for the Effectiveness of Sanggunian Bayan Operation*

**Date** : *October 14, 2022*

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This shall form as an integral part of the Bidding Documents.

1. Bidders are requested to organize and submit their bids on the following requirements:

- *Submit First (1<sup>st</sup>) Envelope containing one (1) hard copy of the ORIGINAL Technical Component, including the Eligibility Requirements. 1<sup>st</sup> Envelope shall be sealed and labeled as "ORIGINAL TECHNICAL COMPONENT"*
- *Submit Second (2<sup>nd</sup>) Envelope containing one (1) hard copy of the ORIGINAL Financial Component. 2<sup>nd</sup> Envelope shall be sealed and labeled as "ORIGINAL FINANCIAL COMPONENT"*
- *Submit USB Flash Drive containing one (1) soft/scanned copy of the ORIGINAL Technical Component and Financial Component; and Excel File of the Price Schedule in USB Flash Drive*

**Note:** *The 1<sup>st</sup> Envelope, 2<sup>nd</sup> Envelope and the USB flash drive containing the soft/scanned copy of the original technical and financial components and excel file of the price schedule shall be enclosed in a single envelope, sealed and labeled as "ORIGINAL BID"*

- *Submit USB Flash Drive containing one (1) soft/scanned copy of the Technical Component and Financial Component. USB flash drive shall be enclosed in a separate envelope, sealed and labeled as "COPY 1"*
- *The "ORIGINAL BID" and "COPY 1" envelopes shall be enclosed in a single MOTHER ENVELOPE sealed and properly labeled*

*\*Sections of the bid shall be separated by dividers, proper tabs;*

*\***NO** scratch papers.*

*All envelopes (1<sup>st</sup> Envelope, 2<sup>nd</sup> Envelope, Original Bid Envelope, Copy 1 Envelope and Mother Envelope) shall be labeled as follows:*

- *Addressed to the procuring entity's BAC Chairperson*
- *Name of the project/contract to be bid*
- *Name, address and contact details of the bidder*
- *"DO NOT OPEN BEFORE <bid opening date and time>"*

*Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted,*

provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The Procuring Entity shall not be responsible for misplaced Bidding Documents and premature opening.

## **BIDDING DOCUMENTS AVAILABILITY AND FEE**

- *Bidding Documents:*
  - **October 14, 2022 to November 2, 2022 until 10:00 A.M.**
  - *8:00 am to 5:00 pm and upon payment of applicable fees for the Bidding Documents at the City Treasurer's Office*
- *Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.*
- *Standard rates for bidding documents*

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents</b>
500,000 and below	P500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million up to 5 million	5,000.00
More than 5 million up to 10 million	10,000.00
More than 10 million up to 50 million	25,000.00
More than 50 million up to 500 million	50,000.00
More than 500 million	75,000.00

## **INSTRUCTION TO BIDDERS ON PAYMENT OF BIDDING DOCUMENTS**

- *Secure Order of Payment for the bidding documents at the Procurement Management Office, 4<sup>th</sup> Floor Pasig City Hall*
- *Proceed to City Treasurer's Office, 1<sup>st</sup> Floor Pasig City Hall for the payment of bidding documents*
- *Mode of payment: Cash or Manager's/ Cashier's Check payable to City Government of Pasig*
  - **Personal Check shall not be accepted.**
- *Present the Official Receipt to the Procurement Management Office for the release of the complete set of bidding documents.*

## **REMINDERS:**

- *The **deadline for the submission of bid is on **November 2, 2022 (Wednesday)** at 10:00 AM at the BAC Secretariat's Office, 4<sup>th</sup> Floor Pasig City Hall, Caruncho Ave., San Nicolas Pasig City. The digital clock at the Procurement Management Office that is set to the Philippine Time (PhST) shall be used as reference in determining the time for the submission of bids, Hence participating bidders are advised to synchronize their timepiece with the said digital clock. **Late bids or those who submitted after 10:00 AM of November 2, 2022 (Wednesday) shall not be accepted.*****
- *Bidders may submit their bid documents days ahead of the deadline for the submission in order to avoid late submission.*

- **Bid opening shall be on November 2, 2022 (Wednesday) at 10:00 AM at 7<sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Ave., San Nicolas Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend.**
- *Each and every page of the bid documents must be signed by the bidder of the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for rejection of the bid.*
- *All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation and signing of the contract.*
- *The BAC expects the bidders to exercise due diligence in going through the bid documents so that they can prepare their bids intelligently.*
- *The Bids and Awards Committee will still continue to implement social distancing and shall require only one (1) Representative per company.*
- All attendees will be subjected to thermal scan prior to entry of the venue and shall:
  - 1.wear medical face mask at all times – **"No Mask No Entry"**
  - 2.bring black ballpen
  - 3.bring alcohol

**ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
BAC Chairperson

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>Lot 1 - Supply and Delivery of Cleaning Supplies and Materials</i>  <i>Lot 2 - Supply and Delivery of Emergency Kit Supplies/Safety Supplies</i>  <i>Lot 3 - Supply and Delivery of Kitchen Supplies</i>  <i>Lot 4 - Supply and Delivery of Grocery Items</i>  <i>Lot 5 - Supply and Delivery of Computer Accessories</i>  <i>Lot 6 - Supply and Delivery of Office Supplies</i></p> <p style="margin-left: 40px;">b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.] NONE</i>
12	The price of the Goods shall be quoted DDP <i>Pasig City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
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 style="margin-left: 40px;">a. The amount of not less than <i>to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <i>to five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p> <p><i>The evaluation and award is for six (6) lots.</i></p>



	<i>Note: Please see Bid Items to be bid</i>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <p><i>Note: Please see Terms of Reference (if any)</i></p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <p><i>Note: to be discussed during Pre-bidding Conference(if any)</i></p>

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

## **1. Scope of Contract**

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

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

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

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

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

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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***

# Special Conditions of Contract

GCC Clause	
1	<p><i>Please see Attached Terms of Reference/Terms and Conditions/Additional requirements</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered [<a href="#">Central Supplies Depot, Pasig City Hall, Pasig City</a>]. 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 [<a href="#">Central Supplies Depot, Pasig City Hall, Pasig City</a>]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> </ol>

- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- 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.

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.

#### **Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified]*.

*If not used indicate a time period of three times the warranty period].*

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] of placing the order.

### **Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- 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

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.

### **Transportation –**



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.

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.

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.

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.

#### **Intellectual Property Rights –**

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.

2.2	The terms of payment shall be as follows: <u>Within 45 days after completion of delivery and was duly Inspected and Accepted by the Procuring Entity as evidenced by a Certificate to that effect.</u>
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4	<p>The inspections and tests that will be conducted are: <i>[Please see attached Terms of Reference, Additional Terms or Additional Requirements if any;]</i></p> <p>The inspections and tests that will be conducted include, but not limited to inspection for the completeness of the requirements in accordance with the required quantity of the procurement requirement and compliance to all parameters of the Technical Specifications/Scope of Work/Terms of Reference at the project site.</p>
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# **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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
				<b>Within 30 c.d but not to exceed December 31, 2022 from the date of receipt by the winning supplier of the Notice to Proceed.</b>

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

# Technical Specifications

Item	Specification	Statement of Compliance	
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Bidders should likewise indicate the "BRAND" to be offered, if the item to be offered is branded. Otherwise, indicate "UNBRANDED" and specify the manufacturer's name.</u> Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>	
		Statement of Compliance /	Brand Name

		Evidence of Compliance	
	LOT 1 – JANITORIAL SUPPLIES		
1	liquid polish,  floor/ wood/ ceramic liquid polish 500ml		
2	Dish washing liquid,  1L Calamansi Scent		
3	Air Freshener,  (Automatic Spray Kit -Any Scent) Automated Spray Dispenser with Freshener (with battery) ;Freshener: Ocean Scent (at least 260ml)		
4	Essential oil,  Essential Oil for Diffuser 30ml (Bamboo) Scent: Bamboo & fresh Linen Water-soluble ,can drop into the water and mix to use		
5	dishwashing paste,  400 grams any scents		
6	Disinfecting Wipes,  220 towellers Lemon Scent		
7	Diffuser Air Humidifier, Wooden Air Humidifier Color: Wooden light brown Rated power: 2W Area coverage: 20sqm Rated voltage: DC5V/500mA Capacity: 450ml		

	With Built-in led night light Freshener: Ocean Scent (at least 260ml)		
8	Glass and Multi-Surface Cleaner, 500mL		
9	70% ALCOHOL 1 GAL, isopropyl, 68%-72%, scented		
10	Glass Cleaner,  Material: Eco-Friendly Usage: Glass windows Type: Glass Brush Size: L30CM, W11cm		
11	Toilet Bowl Cleaner,  2L Any Scents		
12	Dishwashing Liquid,  500ml Calamansi Scent		
13	Trash Bag,  GPP specs, black, 26x 32inches 10 bags per roll		
14	Trash Bag,  GPP specs, black, 30x37inches 10 bags per roll		
15	Surgical Mask,  3ply, Black, (50's) specs: disposable, ear loop, not wired		
16	Surgical mask,  3ply, Blue, (50's) specs: disposable, ear loop, not wired		
17	Surgical Mask,  3ply, Orange, (50's) specs: disposable, ear loop, not wired		

18	surgical mask,  50, 3ply, Pink, (50's) specs: disposable, ear loop, not wired		
19	Wet wipes,  80 pulls per pack any scent		
20	Sponge,  3 pieces per pack		
21	Air Freshner,  Assorted Scents 400g		
22	Insecticide,  Aerosol type 300ml		
23	Disinfectant Spray,  Aerosol Type 400g		
24	Rags,  any color all cotton 11X11 inches		
25	Toilet Tissue Paper  2-plys sheets, 150 pulls, 150 pulls per pack		
26	Tissue Paper,  interfolded paper towel 150 pulls per pack 1-ply per sheet		
27	Sando Bag,  100 pieces per pack clear color		
	LOT 2 – EMERGENCY KIT SUPPLIES		
28	rechargeable flashlight,		



	Rechargeable Flashlight Water Resistant heavy duty rugged spotlight, IPX water resistant, 1,000 Lumens		
29	<p>Emergency Kit,</p> <p>Bag Material: EVA, nylon Color: Red Size: 21X13X5.5cm</p> <p>Package Included: 1 piece of gauze 4"X4"X8" 30pesos; 1 roll of triangular bandage 1.5" per roll 30pesos; 1 self-generated flashlight 20pesos; 1 instant cold ice pack 6" round size 20pesos, 1 pack of band-aid 30pesos; 1 emergency blanket 210CMx130cm 30pesos; 1 roll of elastic bandage 5cmX5cm 20pesos; 10 alcohol dis infection tablets 30pesos; 2 cleaning wipes with 1 pull per pack 20pesos; 1 roll of medical tape 1"X2.5c 20pesos; 1 emergency contact card 5pesos; 1 roll of silicone tourniquet 2.5cmx45cm 30pesos ; 5 safety pins 22mm 5pesos; 1 pair small scissors 15pesos; 1 pair of tweezers 10pesos; 1 whistle (plastic) 10pesos; 1 stainless steel card</p>		

	10pesos; 1 first aid manual (catalog) 15pesos		
30	Safety Helmet,  PE Shell with Vents and Chinstrap (Yellow) adult size		
31	Whistle,  Color: Metal bright color; Material: Stainless; Ropelength: 48cm Diameter:2cm; Net Weight:18g; Whistle Length: 7.9cm Nylon Lace		
	LOT 3 – KITCHEN SUPPLIES		
32	Dish Rack,  With Lid (Plastic Dish Storage) Color: Dark Blue Item size:42*31*32cm Item material: plastic Opening method: flip type		
33	Floor Mat,  Size: 5'X8' Materials: Polypropylene fabric		
34	Pail,  Pail with Dipper 40gal; color: ash brown		
35	Trash Bin Small, Trash Bin  Color: Dark Blue Size: L25cm; W25cm;H 64CM;Capacity 28L Item material: plastic Flame Resistant, with cover (pedal opener)		
36	Trash Can,  50L without cover and pedal		
37	Storage Box,		

	150L Material: Plastic		
38	LED Bulb, LED bulb lumen dimmable 50watts		
39	Tissue Holder, Wood Cover Plastic Tissue Box Holder (20cm x 12.5cm)		
40	Knife block set, 6 pcs 8" Chef's knife 8" Brad Knife 8" Slicer 5" Utility Knife 3.5" Pairing Steel Block		
41	Fish Plates, Ceramic Plates Measurements: L25.8 x W25.8 x H2.5 cm (10") Can withstand heat up to 120 degrees celsius		
42	Fish Fork, Stainless, 4pieces per 1 pack		
43	French Press, (Coffee maker) Capacity:34 oz Width (cm): 14.1 Height (cm): 23.0 Depth (cm)10.7 Material: Stainless steel, plastic, borosilicate glass		
44	Kitchen Towel, Material: 80 % cotton Color: White with line design Size: 18x24 "		
45	Paper Cups 16oz, 100's		
46	Paper Plate,		

	5.5' round- 40's		
47	Paper Plate, 9" round-100's		
48	Plastic cup, 16oz 100pcs per pack		
49	SPORK, 25's/pack, standard size		
50	Disposable Spoon, standard size 25 pcs per pack		
51	disposable fork, standard size 25 pcs per pack		
52	Food trays, material: durable ABS plastic; Size :38X28X2cm color: wooden style sticker		
53	DISPOSABLE KNIFE, standard disposable knife size 25 pieces per pack		
54	Spoon, Stainless 4's		
	LOT 4 - GROCERY ITEMS		
55	Creamer, powder creamer 450grams		
56	Ground Coffee, 250 grams		
57	Coffee Beans, Fresh Roasted 1 kilo		
58	coffee filter,		

	Disposable Coffee Filters 90's		
59	Liquid coffee creamer,  Liquid Coffee Creamer 11ml Vanilla Flavor		
60	liquid creamer,  Liquid Coffee Creamer 11ml Original Flavor		
61	3in1 Coffee brown powder,  240 sachet/box, Brown sugar flavored coffee		
62	COFFEE MAKER,  Machine Type: Mechanical  Brewing system: At Least 19 bars pump pressure or its equivalent  Capsule container: At Least 9 Capsules  Water Tank: at least 1 Liter  Heat up Time: At least 25 secs  With energy saving features  with warranty of at least 2 years		
63	sugar,  Muscovado Organic 500g		
64	back coffee,  Instant black coffee 450g		
65	Coffee,		

	3 in 1 10's 10grams		
66	Coffee Capsule,  applicable with item No. 62 10pcs per pack Any Flavor		
67	Refine White Sugar,  White Sugar 1 kilo per pack		
	LOT 5 – ICT PERIPHERALS		
68	sd card 512GB for,  for Canon Camera		
69	AA Battery,  Battery, drycell, size AA'4s		
70	AAA Battery,  Battery, Dry cell size AAA 4's		
71	AA rechargeable battery,  Battery, Rechargeable size AA 8's		
72	Batteries Size AAA  (Rechargeable) with Charger 4'S, Battery, Rechargeable size AAA 8's		
73	HDMI Cable,  3 Meters		
74	laptop stand,  adjustable portable Laptop stand Material: Aluminum alloy & Silicone Max Loading Cap:30kgs Weight 25		
75	Monitor 17,		

	Monitor - LED 17 " Display resolution *1280 x 1024 pixels		
76	mouse wireless, MOUSE, WIRELESS, USB		
77	PREPAID ROUTER WITH SIM CARD		
78	Ethernet Port Switch, at least 8 ports		
79	WLAN Cord (10Meters)		
80	EXTERNAL HARD DRIVE 2TB		
81	Memory Card, 256GB		
82	External Hard Drive, 8 TB (Black)		
83	External Hard Drive, 8 TB (red)		
84	External Hard Drive, 8 TB (Silver)		
85	USB Flash Drive, 128GB		
86	FLASH DRIVE, 32GB		
87	Flash Driver, 64 GB		
88	Extension cord, Extension Cord 1 meters Power Strip (5 Gangs) Max Voltage: 250V ( heat resistance ) Max Current: 10 Amps ( high conductivity ) Max Load : 2500W		
89	Extension Cord, Extention wire cable reel - Heavy Duty Cable Reel		

	<p>Extension Wire 50 Meters  Power Cord Extension  with Breaker Max Voltage:  250V ( heat resistance )  Max Current: 10 Amps ( high conductivity )  Max Load : 2500W</p>		
90	<p>Heavy duty extension cord,   Heavy Duty Extension Cord with Individual Switches (10 gang) 1.83 meters Max Voltage: 250V ( heat resistance )  Max Current: 10 Amps ( high conductivity )  Max Load : 2500W</p>		
91	<p>Extension cord,   Heavy Duty Extension Cord with Individual Switches (3 gang) 4meters Max Voltage: 250V ( heat resistance )  Max Current: 10 Amps ( high conductivity )  Max Load : 2500W</p>		
92	<p>Extension cord,   Heavy Duty Extension Cord with Individual Switches (4 gang) 2meters Max Voltage: 250V ( heat resistance )  Max Current: 10 Amps ( high conductivity )  Max Load : 2500W</p>		
93	<p>Extension cord,   Heavy Duty Extension Cord with Individual Switches (6 gang) 2meters Max Voltage: 250V ( heat resistance )  Max Current: 10 Amps (</p>		



	high conductivity ) Max Load : 2500W		
94	Extension cord,  Heavy Duty Extension Cord with Individual Switches (6 gang) 4meters Max Voltage: 250V ( heat resistance ) Max Current: 10 Amps ( high conductivity ) Max Load : 2500W		
95	Extension cord,  Heavy Duty Extension Cord with Individual Switches (6 gang) 5meters Max Voltage: 250V ( heat resistance ) Max Current: 10 Amps ( high conductivity ) Max Load : 2500W		
96	Automatic Voltage Regulator, 1500 watts		
97	External Hard Drive, 1Tera		
98	FLASH DRIVE, 16 GB		
	LOT 6 – OFFICE SUPPLIES		
99	clip, backfold, 41, 41mm 12 pcs per box		
100	White Board, 30 inches x 24 inches		
101	White board, 30 inches x 24 inches with stand		
102	Cork Board 2x3, Wooden Frame Bulletin Cork Board (40cmx60cm)		
103	Cable ties, 20cm(black) 100's		
104	Petty Cash Voucher, Carbonized Petty Cash Voucher Size: 7x5 inches or 3.5x5 inches 2 ply: 30 sets 7x5 inches Petty Cash Voucher 50 pages		

105	Certificate frame, (A4) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling off With 2 hangers for portrait and landscape orientations Color: Assorted colors		
106	Certificate Frame, (Legal) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling off With 2 hangers for portrait and landscape orientations Color: Assorted colors		
107	Certificate frame, (Letter) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling off With 2 hangers for portrait and landscape orientations Color: Assorted colors		
108	Clip Board, Legal size		
109	Colored Paper, (A4), Assorted Colors 10's		
110	Colored Paper, Neon Colors, 10's, A4		
111	Correction Pen, 5's 5ml		
112	paper trimmer, (Paper Cutter) CUTTING MACHINE, table top, wood board with metal cutter blade		
113	coin envelope 3, 3 7/8" x 7 1/2" 10's		
114	Coin Envelopes 3.5"x6 1/2" No. 7 10's		
115	Envelope, documentary, Letter, (Brown) 10's		

116	Envelope, documentary, letter, 10's (white)		
117	Envelope, expanding, plastic with handle, Legal, (Blue) 10's		
118	ENVELOPE, expanding, plastic with handle, Legal, (Pink) 10's		
119	ENVELOPE, expanding, plastic with handle, Letter, (blue) 10's		
120	envelope, expanding, plastic with handle, Letter, (green) 10's		
121	Envelope, expanding, plastic, Legal 10's, clear white no handle		
122	Envelope, expanding, plastic, Legal w/ handle, clear white 10's		
123	Envelope, expanding, plastic, Legal, (Green), without handle 10's		
124	Envelope, expanding, plastic, Letter, (Green), without handle 10's		
125	ENVELOPE, mailing, legal, 10's per pack		
126	ENVELOPE, mailing, letter, white, 10's per pack		
127	Envelope, mailing, white letter No.7 3/4, 10's per pack		
128	Envelope, mailing, white, security no. 10		
129	Fastener, Plastic 50's		
130	Metal Desk Tray 2 Layer, Desk Tray 2 layer mesh type - black		
131	Metal Desk Tray 3 Layer, Desk Tray 3 layer mesh type - black		
132	Metal Desk Tray, Desk Tray 4 layer mesh type - black		

133	Desk Tray, Desk Tray 5 layer mesh type - black		
134	Magazine holder, -4 Divider -Material Plastic -Color: Black -Size: at least 31cm X 32.4cm X25.7cm		
135	Magazine file, Organizer Magazine File Stainless		
136	Leveret, Leveret File - black, legal		
137	Drawer Organizer, Mesh Design Drawer Organizer (7in 1) Stainless, color silver		
138	SUPER FILE SORTER, Organizer Vertical Metal Vertical File Sorter Legal Size		
139	Binding Folder Long, Arch File, black Folder, Binding (Long) 3'		
140	Binding Folder Short, Arch File, black Folder, Binding (Short) 3'		
141	Folder, fancy, with slide, legal 10's		
142	Folder Pressboard, pressboard, Legal, (Pink) 10's		
143	Folder Pressboard, pressboard, Legal, 10's		
144	Cutter, Handheld Cutter Large Transparent Black		
145	Ring binder, Ring Binder, plastic, 3 rings		
146	Folder, with tab, Legal, (Blue) 10's		
147	Folder, with tab, Legal, (Green) 10's		
148	Folder, with tab, Legal, (White) 10's		
149	Folder, with tab, Letter, (Brown) 10's		
150	Folder, with tab, Letter, (White) 10's		

151	hanging folder frame, Folder File Silver, Legal		
152	suspension folder, File Red, Legal 10s		
153	Glue Stick, 21g 20's per pack		
154	Glue Gun, Heavy Duty Glue Gun, Standard		
155	Adhesive, Glue Stick, Glue Gun Stick, Standard		
156	Highlighter, (Assorted Colors) 25		
157	Highlighter, (Assorted Colors) by 4's		
158	Highlighter, Blue		
159	Highlighter, Green		
160	Highlighter, Neon Green, Yellow, Neon Pink (color choices)		
161	Highlighter Pen, Pink		
162	Highlighter Marker, Yellow		
163	Stamp Pad Ink, Black (30ml)		
164	Stamp Pad Ink, Blue (30ml)		
165	Stamp pad ink, Green (30ml)		
166	Stamp Pad Ink, Red (30ml)		
167	Laminating Film, (10's) 250micron, legal		
168	Manila Paper		
169	Memo Pad, (Assorted) (10's)		
170	Notebook, 80 leaves		
171	Mini notebook, TICKLER 2.1x3.4inches		
172	Gift wrapper, (Blue & White Combi/Glossy) 12X18inches;130gsm		
173	gift wrapper, ,, (fuchsia pink glossy) 12X18inches;130gsm		
174	gift wrapper plain, (Green glossy) 12X18inches;130gsm		

175	Gift Wrap, (ORANGE glossy) 12X18inches;130gsm		
176	ID Lace, Lanyard - Pink Size- at least 30 cm Material- Cloth		
177	Ribbon, Color: blue Width: 2 cm Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm		
178	Ribbon, color: orange Width: 2 cm Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm		
179	Ribbon Rolls, orange Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm Width: 4 cm		
180	table calendar, Calendar for Notes CY2023 Size: L 15 inches x W 20 inches With flap to prevent certificates from falling off		
181	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - Black		
182	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - Pink		
183	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - White		
184	Yellow pad paper, 80's		
185	Paper, MULTICOPY, Letter, 80gsm, 500 sheets per ream		
186	Paper, parchment, short, 90 gsm, 100 sheet per ream		
187	Paper Clip, silver, 28mm, 100pcs per pax		
188	Paper Clip, silver, 55mm, 100 pcs per pax		

189	ballpen holder, Diameter: approx 9cm Height: approx 9.5cm Color: Black Made of high quality metal, anti-rust, durable.		
190	Ballpen, black, 0.5 12's		
191	Ballpen, blue, 0.5 12's		
192	Ballpen, red, 0.5 12's		
193	Ballpen, Retractable, Black 0.7mm 12's		
194	Ballpen, Retractable, Blue 0.7mm 12's		
195	Ballpen, Retractable, red 0.7mm 12's		
196	GEL PEN 0.5, black, 0.5 12's		
197	gel pen 0.7, black 0.7 12's		
198	Ballpen, Black, 0.4mm 12's		
199	Ballpen, C3 0.3 Roller Ball (Black) 12's		
200	Ballpen, C3 0.3 Roller Ball (blue) 12's		
201	Ballpen, C3 0.3 Roller Ball (Red) 12's		
202	Ballpen, Ballpoint pen V7 RT .7 10's		
203	Ballpen, Ballpoint pen with 1mm width marker black		
204	Sign pen, black 0.6 12's		
205	Sign pen, black 0.7 12's		
206	Sign pen, black 1.0 12's		
207	Sign Pen, black, 10 Grip 1.0mm (black) 12's		
208	Sign Pen, Blue, 0.7 12's		
209	Sign Pen, Blue, 1.0 12's		
210	Sign Pen, green, 0.5 12's		
211	SIGN PEN, purple, 0.5 12's		
212	Sign Pen, purple, 0.7 12's		
213	Sign Pen, red, 0.7 12's		
214	Photo Paper, 10's (Glossy), A4		

215	Photo Paper, 10's (Matte), A4		
216	Push Pin, 25's per box, plastic		
217	Ink, Brother Ink - (Black) BT6000 150gm		
218	Ink, Brother Ink - (Cyan) BT5000 150gm		
219	Ink, Brother Ink - (Magenta) BT5000 150gm		
220	Ink, Brother Ink - (Yellow) BT5000 150gm		
221	Ink, Brother printer ink BT5000CMY & BT-D60BK 150gm		
222	Ink, Epson 001 inks for L4150, BLACK 70ml		
223	INK, Epson 001 inks for L4150, CYAN 70ml		
224	Ink, Epson 001 inks for L4150, MAGENTA 70ml		
225	Ink, Epson 001 inks for L4150, YELLOW 70ml		
226	ink, Epson 003 Ink (Black) 70mL		
227	Ink, Epson 003 Ink (CYAN) 70mL		
228	Ink, Epson 003 Ink (MAGENTA) 70mL		
229	INK, Epson 003 Ink (Yellow) 70mL		
230	Ink, Epson 360 Ink (Black) 70mL		
231	INK, Epson 360 Ink (Cyan) 70mL		
232	Ink, Epson 360 Ink (Magenta) 70mL		
233	Ink, Epson 360 Ink (Yellow) 70mL		
234	Ink, Epson 664 Ink (Cyan) 70mL		
235	Ink, Epson EcoTank L6270 Ink Black 70ml		
236	Ink, Epson EcoTank L6270 Ink Cyan 70ml		
237	Ink, Epson EcoTank L6270 Ink Magenta 70ml		



238	Ink, Epson EcoTank L6270 Ink Yellow 70ml		
239	Ink, Epson Ink - (Black) T003 70ml		
240	Ink, Epson Ink - (Cyan) T003 70ml		
241	Ink, Epson Ink - (Magenta) T003 70ml		
242	Ink, Epson Ink - (Yellow) T003 70ml		
243	Ink, Epson Ink CUYI Sublimation ink (Black) 100ml		
244	Ink, Epson Ink CUYI Sublimation ink (Cyan) 100ml		
245	Ink, Epson Ink CUYI Sublimation ink (Magenta) 100ml		
246	INK, Epson Ink CUYI Sublimation ink (Yellow) 100ml		
247	INK, GT52 Orig HP Ink (Cyan) 70ml		
248	Ink, GT52 Orig HP Ink (Magenta) 70ml		
249	Ink, GT52 Orig HP Ink (Yellow) 70ml		
250	INK, GT53 Orig HP Ink (Black) 70ml		
251	INK, HP Ink GT52 (Cyan) 70mL		
252	Ink, HP Ink GT52 (Magenta) 70mL		
253	Ink, HP Ink GT52 (Yellow) 70mL		
254	Ink, HP Ink GT53XL (Black) 135mL		
255	Cartridge, HP Printhead Smart Tank 510 Printer Head Black Print Cartridge 1.36kg		
256	Cartridge, HP Printhead Smart Tank 510 Printer HeadTri- Color Print Cartridge 1.36kg		

257	Cartridge, Kyocera Ecosys M2540dn Toner Cartridge		
258	Cartridge, Kyocera Toner Cartridge TK1175 for kyocera Ecosys M2040dn / M2540dn/M2640dn		
259	Cartridge, Kyocera Toner Ink		
260	cartridge, Toner cartridge Fuji M375Z		
261	PUNCHER, 3 hole paper puncher		
262	Puncher, ID puncher oblong		
263	Ruler, wooden meter stick 1meter		
264	RULER, Stainless Steel Ruler 12inches		
265	Stamp Pad, felt (black)		
266	Stamp Pad, felt (blue)		
267	Stamp Pad, felt (green)		
268	Stamp Pad, felt (red)		
269	PVC Sheet, Paper - PVC Sheets Thickness:2mm; Sheet Size: 2440X1220mm		
270	Stationary Papers, (For Invitations) 10's, A4 special paper only		
271	Sublimation paper A4 100gsm 50's		
272	Vellum Board, 180gsm/220gsm White A4 50 pcs per pack		
273	Vellum Board, 180gsm/230gsm White LONG 50 pcs per pack		
274	Sticker Paper, Glossy A4 20's		
275	sticker paper, Matte A4 20's		
276	sticker paper, Satin A4 10's		
277	Sticker paper, Colorful Index Sticker Small Strip Marking Paper, 10's		

278	Sticky Notes, Tape Flag (Plastic Neon Film) 50s		
279	sign here, sticky notes with sign here, 50's		
280	TAPE, double Adhesive Tape 24MMx5M		
281	Tape, double Adhesive Tape Foam 24MMx5M		
282	Tape, double Adhesive Tape Foam 48MMx5M		
283	Tape, Duct Tape (2"x25 Yards)		
284	Tape, masking, 12MMx22M		
285	TAPE, masking, 36MMx22M		
286	TAPE, masking, 72MMx22M		
287	Tape, packaging, 24mmx5m		
288	TAPE, Thermal tape 6mmx33mm (for mug printing)		
289	Tape, transparent, 12mmx45m		
290	Tape, transparent, 18mmX22m		
291	Teflon, (for mug printing) 6mmX33mm		
292	BLACK ON WHITE STANDARD LAMINATED TZe TAPE 18mm X 4M		
293	DTR, Civil Service Form No.48/DTR/500's		
294	STAPLER, heavy duty, binder type		
295	CUTTER/ UTILITY KNIFE, for general purpose, heavy duty cutter 710		
296	CLIP, BACKFOLD, 19MM, 12 PCS/BOX		
297	CLIP, BACKFOLD, 25MM, 12 PCS/BOX		
298	CLIP, BACKFOLD, 32MM, 12 PCS/BOX		
299	Clip, BACKFOLD, 50MM, 12 PCS/BOX		

300	Calculator, Compact		
301	Correction tape, 8m		
302	Blade, for general purpose cutter/utility knife		
303	CUTTER, cutter/utility knife, for general purpose		
304	Scissors, symmetrical, heavy duty		
305	ENVELOPE, expanding, plastic, legal, blue 10's w/ handle		
306	Glue, all-purpose 130g		
307	Marker, Whiteboard, blue, felt tip, bullet type 12's		
308	MARKER, whiteboard, ref bullet type 12's		
309	Paper Clip, vinyl/coated, 33mm 100pcs per box		
310	Paper Clip, vinyl/coated, 50mm 100pcs per box		
311	PENCIL, LEAD, lead, with eraser, no.2, 12's		
312	INK, Epson 664 (Yellow) 70ml		
313	Ink, Epson 664 (Magenta) 70ml		
314	Ink, Epson 664 (black) 70ml		
315	Puncher, heavy duty 2 holes		
316	Record book, 500 pages, size:214mm X 278mm		
317	Rubber Band, No.18 225grams		
318	DATER STAMP, color: Silver/gray Depth: 0.12inch Max text plate:41X24mm Date Size 3mm Format DDMonYYYY		
319	Stamp Pad, felt (Violet)		
320	Staple Remover, Scissor type		
321	Note Pad, stick on 3 x 3 50 sheets per pack		

322	Note pad, stick on, 50mmX76mm (2'x3') 50 sheets per pack		
323	TAPE, Masking, 48mmX5M		
324	TAPE, masking, 24mmX5M		
325	Tape, transparent 24mmX5m		
326	Tape dispenser, 24mm size of track		
327	Staple Wire, standard, 1000 wires per box		
328	Tape, transparent 48mmX5m		
329	Note pad, stick on, 50mm x 76mm (3'x 3') min		

### Items to be bid

Item #	Qty	UOM	Approved Unit price per Item	Description
				LOT 1 – JANITORIAL SUPPLIES
1	10	pcs	250.00	liquid polish
2	30	btl	155.00	Dish washing liquid
3	3	btl	450.00	Air Freshener, (Automatic Spray Kit -Any Scent) Automated Spray Dispenser with Freshener (with battery) ;Freshener: Ocean Scent (at least 260ml)
4	20	btl	135.00	Essential oil,
5	30	pcs	55.00	dishwashing paste
6	10	canister	190.00	Disinfecting Wipes,
7	1	pc	500.00	Diffuser Air Humidifier,
8	10	pcs	140.00	Glass and Multi-Surface Cleaner
9	196	gal	300.00	70% ALCOHOL 1 GAL,
10	10	liter	200.00	Glass Cleaner,
11	20	lit	216.00	Toilet Bowl Cleaner,
12	40	bot	90.00	Dishwashing Liquid,
13	100	roll	80.00	Trash Bag, GPP specs, black, 26x 32inches 10 bags per roll
14	50	roll	90.00	Trash Bag, GPP specs, black, 30x37inches 10 bags per roll
15	10	box	50.00	Surgical Mask, 3ply, Black, (50's) specs: disposable, ear loop, not wired
16	20	box	50.00	Surgical mask, 3ply, Blue, (50's) specs: disposable, ear loop, not wired
17	20	box	50.00	Surgical Mask, 3ply, Orange, (50's) specs: disposable, ear loop, not wired
18	10	box	50.00	surgical mask , 50, 3ply, Pink, (50's) specs: disposable, ear loop, not wired
19	20	packs	85.00	Wet wipes,
20	23	packs	150.00	Sponge,
21	147	can	250.00	Air Freshener, Assorted Scents 400g
22	41	pcs	150.00	Insecticide,
23	38	bot	140.00	Disinfectant Spray,
24	20	pcs	50.00	Rags,
25	153	packs	40.00	Toilet Tissue Paper 2-plys sheets,
26	908	packs	35.00	Tissue Paper, interfolded paper towel
27	20	pack	60.00	Sando Bag,
				LOT 2 – EMERGENCY KIT SUPPLIES
28	10	units	350.00	rechargeable flashlight,

29	25	pc		Emergency Kit Bag
	25	pc	30.00	gauze
	25	roll	30.00	triangular bandage
	25	pc	20.00	self-generated flashlight
	25	pc	20.00	instant cold ice pack
	25	pack	30.00	band-aid
	25	pc	30.00	emergency blank
	25	roll	20.00	elastic bandage
	250	pc	30.00	alcohol disinfection tablets
	50	Pc	20.00	cleaning wipes
	25	roll	20.00	medical tape
	25	pc	5.00	Emergency contact card
	25	roll	30.00	Silicone tourniquet
	125	pc	5.00	Safety pins
	25	pair	15.00	Small scissors
	25	pair	10.00	Tweezers
	25	pc	10.00	Whistle
	25	pc	10.00	Stainless steel card
	25	pc	15.00	First aid manual
30	55	pc	300.00	Safety Helmet,
31	35	pc	25.00	Whistle,
				LOT 3 – KITCHEN SUPPLIES
32	2	unit	700.00	Dish Rack,
33	5	pc	50.00	Floor Mat,
34	2	pack	150.00	Pail,
35	10	pc	100.00	Trash Bin Small,
36	1	pc	350.00	Trash Can,
37	8	pc	1,000.00	Storage Box,
38	18	pc	150.00	LED Bulb,
39	11	pc	88.00	Tissue Holder,
40	1	set	1,000.00	Knife block set,
41	20	pcs	100.00	Fish Plates,
42	4	pack	120.00	Fish Fork,
43	1	units	800.00	French Press,
44	10	pc	100.00	Kitchen Towel,
45	155	pack	45.00	Paper Cups 16oz, 100's
46	5	pack	25.00	Paper Plate, 5.5' round- 40's
47	150	pack	110.00	Paper Plate, 9" round-100's
48	50	pack	50.00	Plastic cup, 16oz 100pcs per pack
49	30	pack	20.00	SPORK,
50	220	pack	20.00	Disposable Spoon,
51	220	pack	20.00	disposable fork,
52	6	piece	200.00	Food trays,
53	20	pack	20.00	DISPOSABLE KNIFE,

54	4	pack	199.00	Spoon, LOT 4 – GROCERY ITEMS
55	30	pack	85.00	Creamer,
56	20	pack	90.00	Ground Coffee,
57	10	kilos	250.00	Coffee Beans,
58	25	pack	220.00	coffee filter,
59	100	pc	10.00	Liquid coffee creamer,
60	100	pc	10.00	liquid creamer,
61	30	box	100.00	3in1 Coffee brown powder,
62	2	unit	8,500.00	COFFEE MAKER
63	50	kilo	150.00	sugar,
64	80	pack	100.00	back coffee,
65	30	pack	100.00	Coffee, 3 in 1 10's
66	55	pack	420.00	Coffee Capsule,
67	15	kilo	80.00	Refine White Sugar, LOT 5 – ICT PERIPHERALS
68	8	pcs	1,600.00	sd card 512GB
69	90	pack	135.00	AA Battery,
70	35	pack	190.00	AAA Battery,
71	7	pack	699.00	AA rechargeable battery,
72	2	pack	699.00	Batteries Size AAA (Rechargeable)
73	8	pc	170.00	HDMI Cable,
74	2	pc	700.00	laptop stand,
75	1	pcs	5,500.00	Monitor 17,
76	3	pcs	1,000.00	mouse wireless,
77	2	pack	1,000.00	PREPAID ROUTER WITH SIM CARD
78	1	pc	980.00	Ethernet Port Switch,
79	1	pc	300.00	WLAN Cord
80	4	pc	3,200.00	EXTERNAL HARD DRIVE 2TB
81	4	unit	3,200.00	Memory Card, 256GB
82	1	pc	4,800.00	External Hard Drive, 8 TB (Black)
83	1	pc	4,800.00	External Hard Drive, 8 TB (red)
84	1	pc	4,800.00	External Hard Drive, 8 TB (Silver)
85	2	pc	2,000.00	USB Flash Drive, 128GB
86	7	pc	350.00	FLASH DRIVE, 32GB
87	66	pc	400.00	Flash Driver, 64 GB
88	10	pc	200.00	Extension cord, Extension Cord 1 meters Power Strip (5 Gangs)
89	2	pc	5,000.00	Extension Cord, Extention wire cable reel - Heavy Duty Cable Reel Extension Wire 50 Meters Power Cord Extension with Breaker
90	5	pc	775.00	Heavy duty extension cord, Heavy Duty Extension Cord with Individual Switches (10 gang) 1.83 meters Max Current: 10 Amps (



				high conductivity ) Max Load : 2500W
91	10	pc	200.00	Extension cord, Heavy Duty Extension Cord with Individual Switches (3 gang) 4meters
92	1	pc	600.00	Extension cord, Heavy Duty Extension Cord with Individual Switches (4 gang) 2meters
93	34	pc	620.00	Extension cord, Heavy Duty Extension Cord with Individual Switches (6 gang) 2meters
94	3	pc	800.00	Extension cord, Heavy Duty Extension Cord with Individual Switches (6 gang) 4meters
95	10	pc	850.00	Extension cord, Heavy Duty Extension Cord with Individual Switches (6 gang) 5meters
96	1	unit	2,310.00	Automatic Voltage Regulator,
97	19	pcs	2,600.00	External Hard Drive, 1Tera
98	6	piece	250.00	FLASH DRIVE, 16 GB
				LOT 6 – OFFICE SUPPLIES
99	15	box	50.00	clip, backfold, 41, 41mm 12 pcs per box
100	6	pc	550.00	White Board, 30 inches x 24 inches
101	1	pc	800.00	White board, 30 inches x 24 inches with stand
102	23	pc	350.00	Cork Board 2x3, Wooden Frame Bulletin Cork Board (40cmx60cm)
103	30	pack	85.00	Cable ties, 20cm(black) 100's
104	100	pad	120.00	Petty Cash Voucher, Carbonized Petty Cash Voucher Size: 7x5 inches or 3.5x5 inches 2 ply: 30 sets 7x5 inches Petty Cash Voucher 50 pages
105	25	pc	120.00	Certificate frame, (A4) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling off With 2 hangers for portrait and landscape orientations Color: Assorted colors
106	150	pc	150.00	Certificate Frame, (Legal) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling off With 2 hangers for portrait and landscape orientations Color: Assorted colors
107	150	pc	120.00	Certificate frame, (Letter) Holds certificates / diplomas / citations transparent With flap to prevent certificates from falling

				off With 2 hangers for portrait and landscape orientations Color: Assorted colors
108	30	pc	130.00	Clip Board, Legal size
109	101	pack	20.00	Colored Paper, (A4), Assorted Colors 10's
110	44	pack	20.00	Colored Paper, Neon Colors, 10's, A4
111	40	pack	190.00	Correction Pen, 5's 5ml
112	14	unit	9,300.00	paper trimmer, (Paper Cutter) CUTTING MACHINE, table top, wood board with metal cutter blade
113	50	pack	15.00	coin envelope 3, 3 7/8" x 7 1/2" 10's
114	50	pack	17.00	Coin Envelopes 3.5"x6 1/2" No. 7 10's
115	182	pack	25.00	Envelope, documentary, Letter, (Brown) 10's
116	530	pack	25.00	Envelope, documentary, letter, 10's (white)
117	210	pack	160.00	Envelope, expanding, plastic with handle, Legal, (Blue) 10's
118	10	pack	160.00	ENVELOPE, expanding, plastic with handle, Legal, (Pink) 10's
119	200	pack	160.00	ENVELOPE, expanding, plastic with handle, Letter, (blue) 10's
120	200	pack	160.00	envelope, expanding, plastic with handle, Letter, (green) 10's
121	488	pack	260.00	Envelope, expanding, plastic, Legal 10's, clear white no handle
122	10	pack	400.00	Envelope, expanding, plastic, Legal w/ handle, clear white 10's
123	200	pack	350.00	Envelope, expanding, plastic, Legal, (Green), without handle 10's
124	220	pack	300.00	Envelope, expanding, plastic, Letter, (Green), without handle 10's
125	20	pack	380.00	ENVELOPE, mailing, legal, 10's per pack
126	280	pack	380.00	ENVELOPE, mailing, letter, white, 10's per pack
127	50	pack	50.00	Envelope, mailing, white letter No.7 3/4, 10's per pack
128	50	pcs	50.00	Envelope, mailing, white, security no. 10
129	140	boxes	80.00	Fastener, Plastic 50's
130	11	pcs	200.00	Metal Desk Tray 2 Layer, Desk Tray 2 layer mesh type - black
131	52	pcs	200.00	Metal Desk Tray 3 Layer, Desk Tray 3 layer mesh type - black
132	23	pcs	260.00	Metal Desk Tray, Desk Tray 4 layer mesh type - black
133	16	pcs	350.00	Desk Tray, Desk Tray 5 layer mesh type - black

134	10	pcs.	90.00	Magazine holder, -4 Divider -Material Plastic -Color: Black -Size: at least 31cm X 32.4cm X25.7cm
135	7	pcs	350.00	Magazine file, Organizer Magazine File Stainless
136	65	pc.	60.00	Leveret, Leveret File - black, legal
137	5	pcs	250.00	Drawer Organizer, Mesh Design Drawer Organizer (7in 1) Stainless, color silver
138	10	pcs	200.00	SUPER FILE SORTER, Organizer Vertical Metal Vertical File Sorter Legal Size
139	72	pcs	160.00	Binding Folder Long, Arch File, black Folder, Binding (Long) 3'
140	320	pcs	140.00	Binding Folder Short, Arch File, black Folder, Binding (Short) 3'
141	25	pc	90.00	Folder, fancy, with slide, legal 10's
142	50	pcs	200.00	Folder Pressboard, pressboard, Legal, (Pink) 10's
143	50	pcs	200.00	Folder Pressboard, pressboard, Legal, 10's
144	23	pcs	30.00	Cutter, Handheld Cutter Large Transparent Black
145	10	pcs	140.00	Ring binder, Ring Binder, plastic, 3 rings
146	300	packs	100.00	Folder, with tab, Legal, (Blue) 10's
147	50	packs	100.00	Folder, with tab, Legal, (Green) 10's
148	1470	packs	100.00	Folder, with tab, Legal, (White) 10's
149	520	packs	100.00	Folder, with tab, Letter, (Brown) 10's
150	710	packs	100.00	Folder, with tab, Letter, (White) 10's
151	5	unit	2,300.00	hanging folder frame, Folder File Silver, Legal
152	20	pcs	380.00	suspension folder, File Red, Legal 10s
153	5	pack	60.00	Glue Stick, 21g 20's per pack
154	6	unit	350.00	Glue Gun, Heavy Duty Glue Gun, Standard
155	400	piece	200.00	Adhesive, Glue Stick, Glue Gun Stick, Standard
156	3	pack	800.00	Highlighter, (Assorted Colors) 25
157	96	pack	160.00	Highlighter, (Assorted Colors) by 4's
158	20	pc	40.00	Highlighter, Blue
159	30	pcs.	40.00	Highlighter, Green
160	10	pc	40.00	Highlighter, Neon Green, Yellow, Neon Pink (color choices)
161	10	pc	40.00	Highlighter Pen, Pink
162	40	pc	40.00	Highlighter Marker, Yellow
163	99	bottle	30.00	Stamp Pad Ink, Black (30ml)
164	45	bottle	30.00	Stamp Pad Ink, Blue (30ml)
165	15	bottle	30.00	Stamp pad ink, Green (30ml)

166	31	bottle	30.00	Stamp Pad Ink, Red (30ml)
167	90	pack	100.00	Laminating Film, (10's) 250micron, legal
168	165	pc	50.00	Manila Paper
169	107	pads	85.00	Memo Pad, (Assorted) (10's)
170	150	pcs	50.00	Notebook, 80 leaves
171	50	pcs	20.00	Mini notebook, TICKLER 2.1x3.4inches
172	3500	pcs	5.00	Gift wrapper, (Blue & White Combi/Glossy) 12X18inches;130gsm
173	5000	pcs	5.00	gift wrapper, ,, (fuchsia pink glossy) 12X18inches;130gsm
174	2000	pcs	5.00	gift wrapper plain, (Green glossy) 12X18inches;130gsm
175	5000	pcs	5.00	Gift Wrap, (ORANGE glossy) 12X18inches;130gsm
176	200	piece	5.00	ID Lace, Lanyard - Pink Size- at least 30 cm Material- Cloth
177	10	roll	40.00	Ribbon, Color: blue Width: 2 cm Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm
178	20	roll	40.00	Ribbon, color: orange Width: 2 cm Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm
179	20	roll	45.00	Ribbon Rolls, orange Content: 80% silk Weight (gsm): 35 gsm Weight (mm): 8 mm Width: 4 cm
180	16	pc	400.00	table calendar, Calendar for Notes CY2023 Size: L 15 inches x W 20 inches With flap to prevent certificates from falling off
181	1	pcs	2,750.00	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - Black
182	1	pcs	2,750.00	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - Pink
183	1	pcs	2,750.00	PVC Heat Transfer Vinyl for shirt YSP (20 inches x 25 meters) 1 Roll - White
184	40	pad	50.00	Yellow pad paper, 80's
185	1280	ream	150.00	Paper, MULTICOPY, Letter, 80gsm, 500 sheets per ream
186	270	ream	130.00	Paper, parchment, short, 90 gsm, 100 sheet per ream
187	25	box	20.00	Paper Clip, silver, 28mm, 100pcs per pax

188	25	box	25.00	Paper Clip, silver, 55mm, 100 pcs per pax
189	25	pc	50.00	ballpen holder, Diameter: approx 9cm Height: approx 9.5cm Color: Black Made of high quality metal, anti-rust, durable.
190	235	pack	90.00	Ballpen, black, 0.5 12's
191	202	pack	90.00	Ballpen, blue, 0.5 12's
192	132	pack	90.00	Ballpen, red, 0.5 12's
193	37	pack	120.00	Ballpen, Retractable, Black 0.7mm 12's
194	68	pack	120.00	Ballpen, Retractable, Blue 0.7mm 12's
195	60	pack	120.00	Ballpen, Retractable, red 0.7mm 12's
196	281	pack	240.00	GEL PEN 0.5, black, 0.5 12's
197	5	pack	240.00	gel pen 0.7, black 0.7 12's
198	2	pack	360.00	Ballpen, Black, 0.4mm 12's
199	15	pack	360.00	Ballpen, C3 0.3 Roller Ball (Black) 12's
200	15	pack	360.00	Ballpen, C3 0.3 Roller Ball (blue) 12's
201	15	pack	360.00	Ballpen, C3 0.3 Roller Ball (Red) 12's
202	1	pack	360.00	Ballpen, Ballpoint pen V7 RT .7 10's
203	20	pack	60.00	Ballpen, Ballpoint pen with 1mm width marker black
204	30	pack	180.00	Sign pen, black 0.6 12's
205	20	pack	180.00	Sign pen, black 0.7 12's
206	5	pack	180.00	Sign pen, black 1.0 12's
207	50	pack	270.00	Sign Pen, black, 10 Grip 1.0mm (black) 12's
208	10	pack	180.00	Sign Pen, Blue, 0.7 12's
209	1	pack	180.00	Sign Pen, Blue, 1.0 12's
210	20	pack	180.00	Sign Pen, green, 0.5 12's
211	20	pack	180.00	SIGN PEN, purple, 0.5 12's
212	10	pack	180.00	Sign Pen, purple, 0.7 12's
213	10	pack	180.00	Sign Pen, red, 0.7 12's
214	540	pack	70.00	Photo Paper, 10's (Glossy), A4
215	210	pack	70.00	Photo Paper, 10's (Matte), A4
216	140	pack	55.00	Push Pin, 25's per box, plastic
217	50	bottle	390.00	Ink, Brother Ink - (Black) BT6000 150gm
218	40	bottle	390.00	Ink, Brother Ink - (Cyan) BT5000 150gm
219	40	bottle	390.00	Ink, Brother Ink - (Magenta) BT5000 150gm
220	40	bottle	390.00	Ink, Brother Ink - (Yellow) BT5000 150gm
221	20	bottle	1,540.00	Ink, Brother printer ink BT5000CMY & BT-D60BK 150gm
222	60	bottle	350.00	Ink, Epson 001 inks for L4150, BLACK 70ml
223	30	bottle	320.00	INK, Epson 001 inks for L4150, CYAN 70ml
224	30	bottle	320.00	Ink, Epson 001 inks for L4150, MAGENTA 70ml
225	30	bottle	320.00	Ink, Epson 001 inks for L4150, YELLOW 70ml
226	95	bottle	350.00	ink, Epson 003 Ink (Black) 70mL

227	60	bottle	320.00	Ink, Epson 003 Ink (CYAN) 70mL
228	60	bottle	320.00	Ink, Epson 003 Ink (MAGENTA) 70mL
229	60	bottle	320.00	INK, Epson 003 Ink (Yellow) 70mL
230	10	bottle	350.00	Ink, Epson 360 Ink (Black) 70mL
231	5	bottle	320.00	INK, Epson 360 Ink (Cyan) 70mL
232	5	bottle	320.00	Ink, Epson 360 Ink (Magenta) 70mL
233	5	bottle	320.00	Ink, Epson 360 Ink (Yellow) 70mL
234	75	bottle	320.00	Ink, Epson 664 Ink (Cyan) 70mL
235	25	bottle	1,350.00	Ink, Epson EcoTank L6270 Ink Black 70ml
236	25	bottle	1,350.00	Ink, Epson EcoTank L6270 Ink Cyan 70ml
237	25	bottle	1,350.00	Ink, Epson EcoTank L6270 Ink Magenta 70ml
238	25	bottle	1,350.00	Ink, Epson EcoTank L6270 Ink Yellow 70ml
239	50	bottle	260.00	Ink, Epson Ink - (Black) T003 70ml
240	30	bottle	275.00	Ink, Epson Ink - (Cyan) T003 70ml
241	30	bottle	275.00	Ink, Epson Ink - (Magenta) T003 70ml
242	30	bottle	275.00	Ink, Epson Ink - (Yellow) T003 70ml
243	5	bottle	200.00	Ink, Epson Ink CUYI Sublimation ink (Black) 100ml
244	5	bottle	200.00	Ink, Epson Ink CUYI Sublimation ink (Cyan) 100ml
245	5	bottle	200.00	Ink, Epson Ink CUYI Sublimation ink (Magenta) 100ml
246	5	bottle	200.00	INK, Epson Ink CUYI Sublimation ink (Yellow) 100ml
247	10	bottle	275.00	INK, GT52 Orig HP Ink (Cyan) 70ml
248	10	bottle	275.00	Ink, GT52 Orig HP Ink (Magenta) 70ml
249	10	bottle	275.00	Ink, GT52 Orig HP Ink (Yellow) 70ml
250	20	bottle	275.00	INK, GT53 Orig HP Ink (Black) 70ml
251	8	bottle	450.00	INK, HP Ink GT52 (Cyan) 70mL
252	8	bottle	350.00	Ink, HP Ink GT52 (Magenta) 70mL
253	8	bottle	350.00	Ink, HP Ink GT52 (Yellow) 70mL
254	7	bottle	350.00	Ink, HP Ink GT53XL (Black) 135mL
255	2	unit	1,000.00	Cartridge, HP Printhead Smart Tank 510 Printer Head Black Print Cartridge 1.36kg
256	2	unit	1,000.00	Cartridge, HP Printhead Smart Tank 510 Printer HeadTri- Color Print Cartridge 1.36kg
257	5	unit	7,000.00	Cartridge, Kyocera Ecosys M2540dn Toner Cartridge
258	6	unit	2,000.00	Cartridge, Kyocera Toner Cartridge TK1175 for kyocera Ecosys M2040dn / M2540dn/M2640dn
259	5	unit	7,000.00	Cartridge, Kyocera Toner Ink
260	15	unit	3,145.00	cartridge, Toner cartridge Fuji M375Z
261	1	unit	550.00	PUNCHER, 3 hole paper puncher
262	2	unit	300.00	Puncher, ID puncher oblong

263	1	pc	35.00	Ruler, wooden meter stick 1meter
264	5	pc	20.00	RULER, Stainless Steel Ruler 12inches
265	43	pc	40.00	Stamp Pad, felt (black)
266	18	pc	40.00	Stamp Pad, felt (blue)
267	8	pc	40.00	Stamp Pad, felt (green)
268	11	pc	40.00	Stamp Pad, felt (red)
269	3	pc	1,000.00	PVC Sheet, Paper - PVC Sheets Thickness:2mm; Sheet Size: 2440X1220mm
270	106	pack	50.00	Stationary Papers, (For Invitations) 10's, A4 special paper only
271	5	ream	150.00	Sublimation paper A4 100gsm 50's
272	30	packs	50.00	Vellum Board, 180gsm/220gsm White A4 50 pcs per pack
273	25	packs	50.00	Vellum Board, 180gsm/230gsm White LONG 50 pcs per pack
274	395	pack	70.00	Sticker Paper, Glossy A4 20's
275	365	pack	70.00	sticker paper, Matte A4 20's
276	30	pack	70.00	sticker paper, Satin A4 10's
277	30	pack	30.00	Sticker paper, Colorful Index Sticker Small Strip Marking Paper, 10's
278	10	pack	50.00	Sticky Notes, Tape Flag (Plastic Neon Film) 50s
279	30	pack	35.00	sign here, sticky notes with sign here, 50's
280	185	roll	35.00	TAPE, double Adhesive Tape 24MMx5M
281	20	roll	50.00	Tape, double Adhesive Tape Foam 24MMx5M
282	15	roll	60.00	Tape, double Adhesive Tape Foam 48MMx5M
283	35	roll	80.00	Tape, Duct Tape (2"x25 Yards)
284	20	roll	45.00	Tape, masking, 12MMx22M
285	20	roll	70.00	TAPE, masking, 36MMx22M
286	20	roll	80.00	TAPE, masking, 72MMx22M
287	80	roll	30.00	Tape, packaging, 24mmx5m
288	5	roll	50.00	TAPE, Thermal tape 6mmx33mm (for mug printing)
289	40	roll	15.00	Tape, transparent, 12mmx45m
290	40	roll	14.00	Tape, transparent, 18mmX22m
291	3	pcs	280.00	Teflon, (for mug printing) 6mmX33mm
292	5	pcs	7,500.00	BLACK ON WHITE STANDARD LAMINATED TZe TAPE 18mm X 4M
293	5	pcs	140.00	DTR, Civil Service Form No.48/DTR/500's
294	27	unit	950.00	STAPLER, heavy duty, binder type
295	3	pcs	100.00	CUTTER/ UTILITY KNIFE, for general purpose, heavy duty cutter 710
296	95	box	10.00	CLIP, BACKFOLD, 19MM, 12 PCS/BOX
297	35	box	10.00	CLIP, BACKFOLD, 25MM, 12 PCS/BOX
298	434	box	25.00	CLIP, BACKFOLD, 32MM, 12 PCS/BOX

299	190	bxs	60.00	Clip, BACKFOLD, 50MM, 12 PCS/BOX
300	35	unit	250.00	Calculator, Compact
301	445	pcs	20.00	Correction tape, 8m
302	20	pc	15.00	Blade, for general purpose cutter/utility knife
303	45	piece	40.00	CUTTER, cutter/utility knife, for general purpose
304	87	pcs	60.00	Scissors, symmetrical, heavy duty
305	20	pack	400.00	ENVELOPE, expanding, plastic, legal, blue 10's w/ handle
306	183	bottle	50.00	Glue, all-purpose 130g
307	30	pack	250.00	Marker, Whiteboard, blue, felt tip, bullet type 12's
308	5	pack	250.00	MARKER, whiteboard, ref bullet type 12's
309	175	box	15.00	Paper Clip, vinyl/coated, 33mm 100pcs per box
310	180	box	25.00	Paper Clip, vinyl/coated, 50mm 100pcs per box
311	115	box	80.00	PENCIL, LEAD, lead, with eraser, no.2, 12's
312	80	bottles	320.00	INK, Epson 664 (Yellow) 70ml
313	75	bottles	320.00	Ink, Epson 664 (Magenta) 70ml
314	125	bottles	350.00	Ink, Epson 664 (black) 70ml
315	28	unit	200.00	Puncher, heavy duty 2 holes
316	10	pcs.	120.00	Record book, 500 pages, size:214mm X 278mm
317	31	box	120.00	Rubber Band, No.18 225grams
318	4	pcs	100.00	DATER STAMP, color: Silver/gray Depth: 0.12inch Max text plate:41X24mm Date Size 3mm Format DDMonYYYY
319	9	pcs	40.00	Stamp Pad, felt (Violet)
320	15	pcs	30.00	Staple Remover, Scissor type
321	200	pad	25.00	Note Pad, stick on 3 x 3 50 sheets per pack
322	230	pad	25.00	Note pad, stick on, 50mmX76mm (2'x3') 50 sheets per pack
323	70	roll	70.00	TAPE, Masking, 48mmX5M
324	360	roll	50.00	TAPE, masking, 24mmX5M
325	420	roll	50.00	Tape, transparent 24mmX5m
326	31	pc	70.00	Tape dispenser, 24mm size of track
327	350	bxs	30.00	Staple Wire, standard, 1000 wires per box
328	240	roll	25.00	Tape, transparent 48mmX5m
329	80	pads	25.00	Note pad, stick on, 50mm x 76mm (3'x 3') min
				aoaoaoaoa nothing follows aoaoaianao



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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class "A" Documents***

#### Legal Documents

- (a) Valid PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of Class "A" eligibility documents submitted to PhilGEPS are maintained and updated;

#### Technical Documents

- (b) 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**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, brand name, if applicable; **and**
- (f) 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.
- (g) Bid Bulletin/s, if any;

#### Financial Documents

- (h) 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***

- (i) 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)***

- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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

# Bidding Forms

APPENDIX "1"

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

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### 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 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: \_\_\_\_\_

## *Price Schedule for Goods Offered from Abroad*

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

### *For Goods Offered from Abroad*

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

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

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

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

**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)

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

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

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

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

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

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

**AFFIDAVIT**

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

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

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

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

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

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all 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. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Republic of the Philippines**  
**BIDS AND AWARDS COMMITTEE**  
**City Government of Pasig**

Name of Bidder : \_\_\_\_\_  
Name of Contract : \_\_\_\_\_  
Approved Budget Contract : \_\_\_\_\_  
Bidding Date : \_\_\_\_\_

(Note: Checklist is to be filled up by the BAC only)

**I. TECHNICAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF GOODS AND SERVICES**

***Class "A" Documents***

Legal Documents

- (a) Valid PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of Class "A" eligibility documents submitted to PhilGEPS are maintained and updated;

Technical Documents

- (b) 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**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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; **and**
- (g) Bid Bulletin/s, if any;

Financial Documents

- (h) 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**

- (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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)

- (j) [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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**NOTE:** Any missing document/s on the above mentioned checklist is a ground for outright disqualification/ rejection of the bid.

**REMARKS:**  **PASSED**  **FAILED**

**ACKNOWLEDGMENT:** (Please see above "note" Do not fill up/sign if documents are marked passed)  
 This is to acknowledge receipt of the first and second envelopes which is being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

\_\_\_\_\_  
 Signature over printed name/Representative of Bidder

\_\_\_\_\_  
 Date Received

CHECKED AND VERIFIED BY:

SIGNATURE:

- ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
Chairperson
- DR. STUART G. SANTOS**  
Vice Chairperson
- ARCH. LEA V. OLIVAR**  
Member
- MS. MELANIE B. DE MESA**  
Member
- MR. ROBERT ANTHONY C. SIY III**  
Member
- ATTY. RAUL G. CORALDE**  
Member
- DR. EMMA MEJIA-SANCHEZ**  
Member

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

Attested by:

**ATTY. PONCE MIGUEL D. LOPEZ**  
 Officer in Charge, Procurement Management Office

**Republic of the Philippines**  
**BIDS AND AWARDS COMMITTEE**  
**City Government of Pasig**

Name of Bidder : \_\_\_\_\_  
 Name of Contract : \_\_\_\_\_  
 Approved Budget Contract: \_\_\_\_\_  
 Bidding Date : \_\_\_\_\_

(Note: Checklist is to be filled up by the BAC only)

**II. FINANCIAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF GOODS AND SERVICES**

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

**NOTE:**

Any missing document/s on the above mentioned checklist is a ground for outright disqualification/ rejection of the bid.

**REMARKS:**  **PASSED**  **FAILED**

**ACKNOWLEDGMENT:** (Please see above “note” Do not fill up/sign if documents are marked passed)  
 This is to acknowledge receipt of the first and second envelopes which are being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

\_\_\_\_\_  
 Signature over printed name/Representative of Bidder \_\_\_\_\_  
 Date Received

CHECKED AND VERIFIED BY:	SIGNATURE:
<input type="checkbox"/> <b>ATTY. JOSEPHINE C. LATI-BAGAOISAN</b> Chairperson	_____
<input type="checkbox"/> <b>DR. STUART G. SANTOS</b> Vice Chairperson	_____
<input type="checkbox"/> <b>ARCH. LEA V. OLIVAR</b> Member	_____
<input type="checkbox"/> <b>MS. MELANIE B. DE MESA</b> Member	_____
<input type="checkbox"/> <b>MR. ROBERT ANTHONY C. SIY III</b> Member	_____
<input type="checkbox"/> <b>ATTY. RAUL G. CORALDE</b> Member	_____
<input type="checkbox"/> <b>DR. EMMA MEJIA-SANCHEZ</b> Member	_____

Attested by:  
  
**ATTY. PONCE MIGUEL D. LOPEZ**  
 Officer in Charge, Procurement Management Office

**NFCC COMPUTATION FOR ELIGIBILITY CHECK**

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

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

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

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

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

**The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.**

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

Submitted by:

\_\_\_\_\_

Name of Supplier/Distributor/Manufacturer:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date:

\_\_\_\_\_

**STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT**

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

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

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract	Date of Delivery (Please indicate actual date of delivery)

**NOTE:**

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

- 1. Certificate of Completion or End-user's acceptance; or***
- 2. Official receipt(s); or***
- 3. Sales invoice.***

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement, Notice of Award and Notice to Proceed to the Statement Identifying the SLCC.

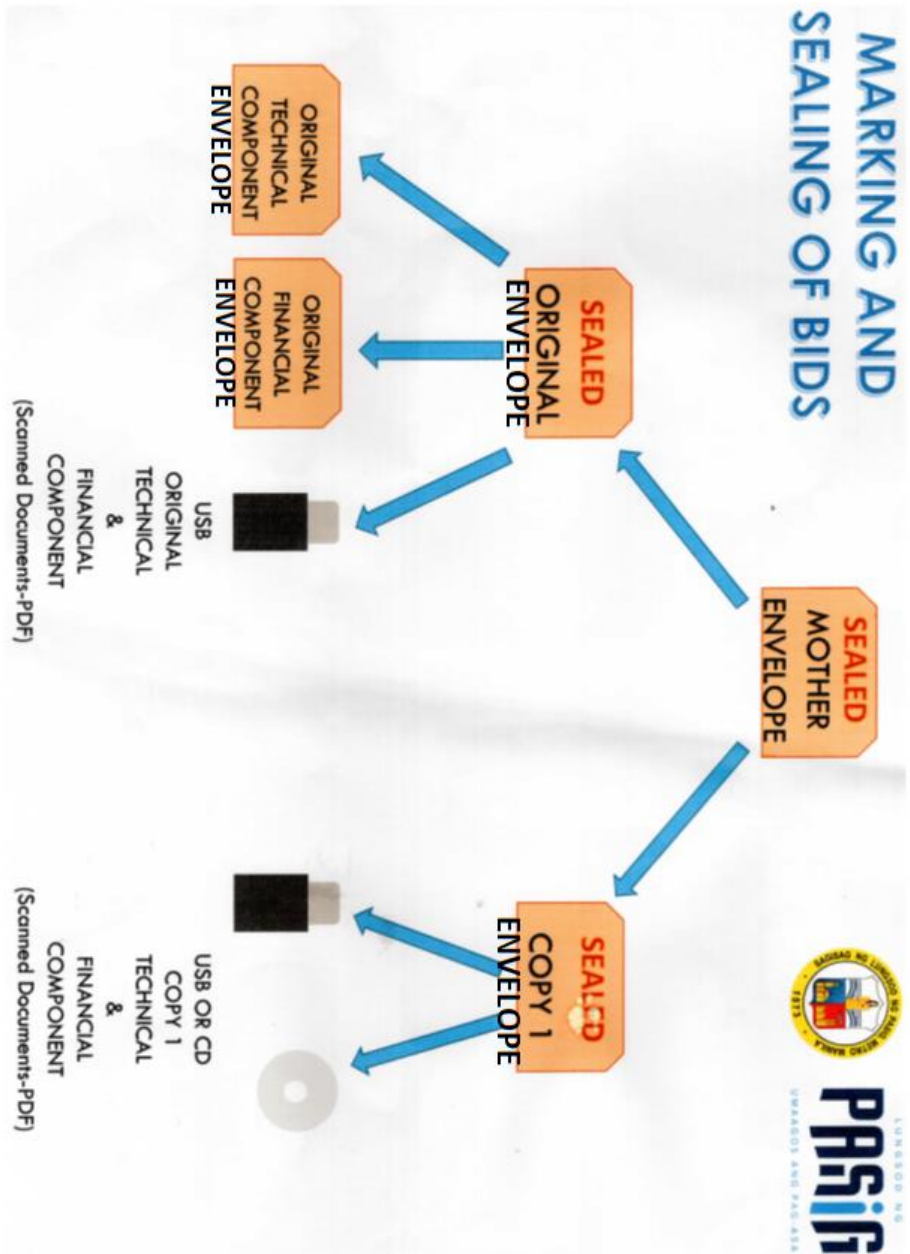
**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

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

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

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
<b>Government Contracts:</b>								
<b>Private Contracts:</b>								
<b>Total</b>								

Submitted by: \_\_\_\_\_



**annex "A"**



