



Republic of the Philippines  
**PROVINCE OF LAUNION**  
City of San Fernando



# **Supply and Delivery of Office Supplies**

ITB No. 2025-02-40

**April 5, 2025**

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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***



Republic of the Philippines  
**PROVINCE OF LA UNION**  
City of San Fernando



## INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES

1. The **Provincial Government of La Union (PGLU)**, through the **PGLU Annual Budget CY 2025** intends to apply the sum of **Five Million Four Hundred Sixteen Thousand Eight Hundred Fifty-Three Pesos and 2/100 (₱5,416,853.02)** being the ABC to payments under the contract for the **Supply and Delivery of Office Supplies / ITB No. 2025-02-40**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Provincial Government of La Union** now invites bids for Supply and Delivery of Office Supplies. Delivery of the Goods shall be in accordance with the delivery schedule under Section VI. 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 PGLU and inspect the Bidding Documents at the address given below the following office hours:

8:00 AM to 4:30 PM	Monday to Thursday
8:00 AM to 12:00NN	Friday

5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 5, 2025 - April 29, 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (₱10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the submission of a copy of the official receipt in person.
6. The **PGLU** will hold a Pre-Bid Conference on **April 15, 2025 at 10:00 a.m. at the BAC Conference Room, Provincial Capitol, City of San Fernando, Province of La Union**, which shall be open to prospective bidders.



7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **April 29, 2025 at 9:59 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 **April 29, 2025 at 10:00 a.m. at the BAC Conference Room, Provincial Capitol, City of San Fernando, Province of La Union.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PGLU** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
  
PGLU-BAC Secretariat  
BAC Office, Provincial Capitol, Brgy. II  
City of San Fernando, Province of La Union  
Email Add: pglu\_bacsu@launion.gov.ph  
Telefax No. (072) 242-5550-loc 249
12. You may visit the following websites:  
  
For downloading of Bidding Documents: **<https://launion.gov.ph/goods-and-services/>**

*April 5, 2025*

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SGD.  
**ENGR. RESSIE A. ESTRELLA**  
*Chairperson, Bids and Awards  
Committee (BAC)*

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

## 1. Scope of Bid

The Procuring Entity, **Provincial Government of La Union** wishes to receive Bids for the **Procurement of Supply and Delivery of Office Supplies** with identification number **ITB No. 2025-02-40**.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot having 276 items**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2025** in the amount of **Five Million Four Hundred Sixteen Thousand Eight Hundred Fifty-Three Pesos and 2/100 (₱5,416,853.02)**.

2.2. The source of funding is: LGUs, the Local Expenditure Program

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of 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.
- 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: Subcontracting is not allowed.

- 7.2. In the event that any subcontractor is found by any Procuring Entity to be ineligible, the subcontracting of such portion of the Project shall be disallowed.
- 7.3. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for 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 two (2) copies 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 Bids and Awards Committee shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The Bids and Awards Committee shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

20.2 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the Bids and Awards Committee 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 documents are indicated in the BDS.



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

# Bid Data Sheet

ITB Clause				
5.3	For this purpose, contracts similar to the Project shall be: a. Supply and Delivery of Office Supplies b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.			
12	The price of the Goods shall be quoted DDP at the Provincial Capitol, Brgy. II, City of San Fernando. La Union or the applicable International Commercial Terms (INCOTERMS) for this Project.			
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than ₱ 108,337.06, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than ₱ 270,842.65 if bid security is in Surety Bond.			
19.3	Item No.	Description	Total Quantity	ABC
	1	Adding Machine Paper roll, 57mm	106 rolls	3,291.30
	2	Adhesive Paste, 200g	105 btls	6,882.75
	3	Adhesive Tape, 1/2" double sided, 10m	165 rolls	2,940.30
	4	Adhesive Tape, 1" Double Sided,10m	292 rolls	8,266.52
	5	Adhesive Tape, 1" Double Sided w/ Foam, 10m	105 rolls	22,881.60
	6	Adhesive Tape, 1/2" Double Sided w/ Foam, 10m	76 rolls	6,773.12
	7	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Black	720 pcs	62,510.40
	8	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Blue	402 pcs	34,901.64
	9	Ballpen, Ordinary, Black	7628 pcs	56,981.16
	10	Ballpen, Ordinary, Blue	2640 pcs	19,720.80
	11	Ballpen, Ordinary, Red	296 pcs	2,211.12
	12	Ballpen, Special, Black	1890 pcs	74,976.30
	13	Ballpen, Special, Blue	1022 pcs	40,542.74
	14	Ballpen, Special, Red	161 pcs	6,386.87
	15	Ballpen, Special, Green	37 pcs	1,467.79
	16	Battery, AA, Alkaline, 2 pcs per pack, heavy duty	1127 packs	123,124.75
	17	Battery, AAA, Alkaline, 4pcs per pack, heavy duty	709 packs	127,598.73
	18	Battery charger, 9 volts, for AA and AAA	3 units	8,004.00
19	Battery, CMOS, CR2032	20 pcs	1,736.40	

20	Battery, Flat, 9 Volts, heavy duty	10 pcs	1,345.50
21	Battery, AA Rechargeable, 2pcs per Pack	43 packs	24,502.26
22	Battery, AAA Rechargeable, 2pcs per Pack	40 packs	22,792.80
23	Battery, Size C (Heavy Duty, Black) Max. Alkaline 2 pcs per pack	92 packs	26,979.00
24	Battery, Size D (Heavy Duty, Black) 2pcs per pack	5 packs	483.00
25	AA battery, black, 2550mAh 1.2V	10 boxes	3,639.50
26	Rechargeable AA battery, black, 2550mAh 1.2V	14 packs	16,824.50
27	Binder clip, 1"	255 boxes	9,276.90
28	Binder clip, 1 1/4mm	121 boxes	6,438.41
29	Binder clip, 19mm	172 boxes	4,549.40
30	Binder clip, 25mm	138 boxes	4,861.74
31	Binder clip, 41mm	133 boxes	8,924.30
32	Binder clip, 2"	196 boxes	19,946.92
33	Board magnet, 6pcs per box	7 boxes	233.45
34	Board Paper, 220 gsm, 10pc/pack, Long, Cream	497 packs	26,574.59
35	Board Paper, 220 gsm, 10pc/pack, Short, Cream	553 packs	33,069.40
36	Board Paper, 220gsm, 10pc/pack, Long, White	733 packs	29,078.11
37	Board Paper, 220gsm, 10pc/pack, Short, White	551 packs	21,224.52
38	Book Stand/ Organizer, L-Type, Steel	20 pairs	5,462.40
39	Calculator, 12-digits	96 units	47,416.32
40	Calculator, scientific	22 units	36,292.74
41	Calculator, printing, heavy duty, ribbon-type printer	1 unit	2,245.76
42	Carbon Paper, Long Permafilm, 100's/Box	25 boxes	22,338.75
43	Cartolina, Special, Light Blue	75 pcs	655.50
44	Cartolina, Special, White	75 pcs	655.50
45	Cartolina, Ordinary, Blue	75 pcs	577.50
46	Cartolina, Ordinary, Green	90 pcs	693.00
47	Cartolina, Ordinary, Orange	90 pcs	693.00
48	Cartolina, Ordinary, Pink	80 pcs	616.00
49	Cartolina, Ordinary, Red	80 pcs	717.60
50	Cartolina, Ordinary, Yellow	100 pcs	776.00
51	Cartolina, Ordinary, White	177 pcs	1,373.52
52	Certificate Folder, A4	873 pcs	42,663.51
53	Certificate Folder w/ PGLU logo, Long, Maroon	193 pcs	86,850.00
54	Certificate Frame, Glass, A4	210 pcs	13,041.00
55	Certificate Folder, Long 8"x13"	460 pcs	27,508.00
56	Certificate Folder, Short 8"x11"	1036 pcs	47,656.00
57	Certificate Frame, Glass, 8"x11"	6 pcs	1,293.72

58	Clearbook, Long, purple, 20 Sheets, 27 holes	120 pcs	15,662.40
59	Clear Book with 20 leaves, long (Red & Blue)	33 pcs	7,552.05
60	Clear Book refill, Long ,100s	16 packs	3,173.92
61	Colored Paper, Assorted Colors, Long	42 rms	10,027.92
62	Columnar Notebook, 3 Columns	24 pcs	1,062.48
63	Columnar Notebook, 18 Columns	10 pcs	776.20
64	Concorde Laid Specialty Papers 90gsm 500's per ream, White, Long, 8½"x13"	12 rms	9,145.92
65	Concorde Laid Specialty Papers 90gsm 500's per ream, L. Yellow, Long, 8½"x13"	54 rms	43,159.50
66	Concorde, Watermarked Laid Paper, Light Yellow A4	33 rms	30,170.25
67	Construction Paper, S24, Assorted Color, Long	6 rms	1,569.90
68	Construction Paper, S24, Assorted Color, A4	9 rms	281.97
69	Bond Paper, S24, Acid-free, 8"x13"	502 rms	115,460.00
70	Copy Paper, S24, 80GSM, A3	116 rms	25,262.48
71	Copy paper, 8.5" x 11", Short	163 rms	33,459.01
72	Cork Board, 3'x 5'	2 pcs	4,623.00
73	Cork Board, 4' x 6'	4 pcs	14,202.48
74	Correction Fluid, 15ml	41 btls	1,579.32
75	Correction Tape, 5mm x12mm	1101 pcs	48,113.70
76	Cutter Big, Heavy Duty, Retractable w/ Steel Guide	56 pcs	16,228.80
77	Cutter Blade, for heavy duty cutter	27 pcs	946.89
78	Cutter, Big	72 pcs	6,416.64
79	Data File Binder, Archfile Ring binder long with side clip	552 pcs	112,039.44
80	Data File Binder, Archfile Ring binder short with side clip	46 pcs	7,114.82
81	Dater Stamp	45 pcs	6,287.40
82	Document File box, size	108 pcs	55,827.36
83	Duct Tape, 2" x 25m, silver	53 rolls	7,770.86
84	Duct Tape, 2" x 25m black	61 rolls	8,943.82
85	Duct tape, 1"	21 rolls	1,449.00
86	Envelope, Brown, Long	27567 pcs	134,526.96
87	Envelope, Brown, Short	15256 pcs	59,193.28
88	Envelope, Expanding, Green, Long, 0.50mm	2787 pcs	43,254.24
89	Envelope, Expanding, Green, Short, 0.50mm	625 pcs	10,781.25
90	Envelope, Expanding, Brown, Long, 0.50mm	856 pcs	17,719.20

91	Envelope, Expanding, Brown, Short, 0.50mm	80 pcs	1,380.00
92	Envelope, Expanding, Yellow, Long, 0.50mm	160 pcs	2,483.20
93	Envelope, Expanding, Plastic, long, 0.50mm	268 pcs	16,487.36
94	Envelope, Plastic, Long	940 pcs	26,479.80
95	Envelope, Plastic, Short	125 pcs	1,725.00
96	Folder, Expanded, Purple, Long	799 pcs	16,539.30
97	Folder, Expanded, Purple, A4	140 pcs	2,737.00
98	Fastener, Plastic, Standard/50's	349 boxes	15,652.65
99	Fastener, Plastic, 8"/ 100's	88 boxes	6,931.76
100	Flag Philippine Standard Size (Cotton), 3'x5'	11 pcs	2,659.58
101	File Box with cover, 11 W x 16 L x 11.5 H	139 pcs	51,550.93
102	File Organizer Expanding, Legal, 12 pockets, accordion file bag with handle	80 pcs	18,353.60
103	Folder, Brown, Long	2205 pcs	20,286.00
104	Folder, Brown, Short	425 pcs	3,421.25
105	Folder, White, Short, A4	475 pcs	3,139.75
106	Folder, Clipboard	36 pcs	3,208.32
107	Folder, Clipboard, long	186 pcs	29,196.42
108	Folder Expanding (Pressboard), Long green color	2217 pcs	67,551.99
109	Folder Expanding (Pressboard), Long blue color	714 pcs	15,600.90
110	Folder Expanding (Pressboard), Long (Red color)	391 pcs	12,250.03
111	Folder Expanding (Pressboard), size 240mm x 370mm, 100 pcs per box	2 boxes	1,669.46
112	Folder Morocco with Stick, Short (Asstd. Colors)	30 pcs	396.60
113	Folder Morocco with stick, Long (Asstd. Color)	392 pcs	5,633.04
114	Folder Plastic, Long	165 pcs	3,130.05
115	Folder Plastic, Short	125 pcs	3,737.50
116	Folder, (White) Long	4639 pcs	40,637.64
117	Folder, (White) Short	675 pcs	5,136.75
118	Folder, Fancy, for A4 size documents (100pcs per pack)	7 bundles	1,847.44
119	Folder, Fancy, for legal size documents, long (100pcs per pack)	16 bundles	7,212.80
120	Filing Box/ Storage Box, Blue cover - Plastic, 25L	162 pcs	38,097.54
121	Filing Box/ Storage Box, Blue cover - Plastic, 50L	47 pcs	18,485.10

122	Filing Box/ Storage Box, Blue cover - Plastic,95L	39 pcs	29,690.70
123	Galgo Paper, A4, Light Yellow, 90gms	64 rms	39,376.00
124	Galgo Paper, Long, Light Yellow, 90gms	76 rms	57,806.36
125	Glossy Photo paper, Sticker	314 packs	94,787.18
126	Glue 40 gms,	101 btls	3,368.35
127	Glue 130 gms,	126 btls	8,331.12
128	Glue Gun Stick, Big	320 pcs	2,576.00
129	Glue Gun Stick, Small	75 pcs	431.25
130	Glue Gun, Big, Heavy Duty	23 pcs	6,559.60
131	Gun Tucker T30	17 pcs	10,175.69
132	Gun Tucker Wire for T30	216 pcs	16,765.92
133	Gun Tucker T50	26 pcs	59,052.50
134	Gun Tucker Wire for T50	345 pcs	19,240.65
135	Hi Gloss Sticker Paper, 10 pcs/pack	347 packs	20,549.34
136	ID Leis	100 pcs	1,538.00
137	ID Holder (4.5" X 3.5") with Strap	1385 pcs	42,200.95
138	Illustration Board (1 whole)	12 pcs	3,880.80
139	In and Out Tray 2-Layers Steel (Metal Desk Tray)	7 pcs	3,622.50
140	In and Out Tray 3-Layers Steel (Metal Desk Tray)	27 pcs	17,154.99
141	In and Out Tray 3 layers Office supplies desk tray/wire mesh four-layer file tray/basket rack multi-layer storage box file holder	18 pcs	6,934.50
142	Index Card, 3" x 5", ruled both sides, 50's/pack	103 packs	2,738.77
143	Index Card, 5" x 8", ruled both sides, 50's/pack	13 packs	545.61
144	Index Plastic Tabs Stick up "Sign Here" Stickies (44x25MM)	347 packs	18,803.93
145	Laminating Film, 250mic, 228x50m	24 pcs	19,734.00
146	Laminating Film, A3	8 rolls	10,050.96
147	Laminating Film, A4	12 rolls	10,902.00
148	Laminating Film, Long	13 rolls	8,259.81
149	Mailing Envelope, White, Long, 500's	42 boxes	14,683.20
150	Mailing Envelope, White, Short, 500's	12 boxes	2,463.24
151	Mailing Envelope, Cream, Long, 500's	6 boxes	1,707.72
152	Mailing Envelope, White, Long, with plastic window, 500s	6 boxes	3,646.62
153	Magazine File Folder	49 pcs	7,184.38
154	Magazine rack, plastic	4 pcs	903.88
155	Manila Paper	411 pcs	5,671.80
156	Marking Pen Refill Ink, 30ml	26 pcs	3,991.52
157	Marking Pen, permanent fine (Black)	1133 pcs	55,856.90
158	Marking Pen, permanent fine (Blue)	583 pcs	28,741.90
159	Marking Pen, permanent fine (Red)	246 pcs	12,127.80

160	Marking Pen, permanent Broad Tip (Black)	868 pcs	42,792.40
161	Marking Pen, Permanent Broad Tip (Blue)	315 pcs	14,307.30
162	Marking Pen, Permanent Broad Tip (Red)	167 pcs	7,585.14
163	Masking Tape 1/2" (24mm x 25yards)	266 rolls	5,429.06
164	Masking Tape 1" (24mm) x 25 yards)	937 rolls	39,869.35
165	Masking Tape 2" x 25 yards	256 rolls	21,785.60
166	Mechanical Pencil 0.5	41 pcs	14,522.20
167	Mechanical Pencil Lead 0.5 (10's/tube)	46 tubes	4,893.02
168	Mimeographing Paper, Long 8½"x13", WW	1212 rms	264,822.00
169	Mimeographing Paper, Short 8½"x11", WW	510 rms	100,291.50
170	Note Pad, (3" x 4") (80 leaves/pack)	246 pads	10,184.40
171	Note Pad, stick on, 1.5" x 2" (Post It)	183 pads	2,946.30
172	Note Pad, stick on, 3' x 5", w/ lines	270 pads	20,493.00
173	Notebook, 80 Leaves	1920 pcs	68,448.00
174	Nylon Rope, 20 mtrs	5 pcs	1,755.30
175	Official Logbook, 300pp	222 pcs	33,060.24
176	Padlock, Heavy Duty, Big	9 pcs	9,056.25
177	Padlock, Heavy Duty, Medium	17 pcs	14,064.27
178	Paper Clamp bullclip, Big 1 1/2", 6 pcs/pack	212 packs	13,438.68
179	Paper Clamp bullclip, Medium 1 1/4", 6pcs/ pack	268 packs	10,709.28
180	Paper Clamp bullclip Small 7/8" (22mm), 6pcs/pack	177 packs	4,885.20
181	Paper Clip, gem type, 33mm 100's/box	622 boxes	20,382.94
182	Paper Clip, gem type, jumbo, 48mm 100's/box	476 boxes	17,516.80
183	Paper Cutter w/ Board 10"x12", Heavy Duty	19 pcs	31,573.25
184	Pencil #1, 12 pcs / box	167 boxes	24,101.44
185	Pencil #2, 12 pcs / box	296 boxes	42,718.72
186	Pencil Sharpener, Heavy Duty, Single cutter	30 pcs	13,023.60
187	Picture Frame, 8"x11"	20 pcs	3,694.20
188	Picture Frame, 8"x13"	20 pcs	3,162.40
189	Photo glossy sticker paper	73 packs	10,703.26
190	Photo Paper, Glossy, A4 /10's	426 packs	49,905.90
191	Photo Paper, Glossy, Sticker A4 /20's, 135 gsm	88 packs	19,734.00
192	Plastic Folder Jacket	100 pcs	1,667.00
193	Plastic Insert Sheet Fillers Long, 100 pcs	90 packs	26,029.80
194	Plastic Insert Sheet Fillers A4, 100 pcs	7 packs	2,024.54
195	Plastic straw, twine	12 rolls	1,242.00
196	Push Pin, hammerhead type, 100's/box	57 boxes	1,966.50
197	PVC Cover, Long 100's/pack	17 packs	23,704.29
198	PVC Cover, A4100's/pack	5 packs	6,684.35

199	Record Book, 150 Pages	796 pcs	48,969.92
200	Ring Binder, 1/2"	232 pcs	3,800.16
201	Ring Binder, 1"	247 pcs	5,253.69
202	Ring Binder, 1/4"	17 pcs	151.47
203	Ring Binder, 1½"	41 pcs	824.92
204	Ring Binder, 2"	137 pcs	14,179.50
205	Ring Binder, 3/4"	40 pcs	850.80
206	Rubber Band, Small	147 pcs	3,802.89
207	Rubber Self-inking Date Stamp	15 pcs	11,535.90
208	Ruler 12", Plastic	141 pcs	1,748.40
209	Ruler 12", Stainless	33 pcs	2,903.01
210	Ruler 24", Metal	10 pcs	1,840.00
211	Safety Pin, silver (1"), 1000s/box	3 boxes	472.65
212	Scissor, small stainless with plastic handle	158 pcs	6,767.14
213	Scissor, big 7" stainless, with plastic handle, heavy duty	300 pcs	41,037.00
214	Sheet Protector w/ 11 holes, plastic Long, 100 pcs	117 boxes	31,215.60
215	Silk/Satin Ribbon 1", Purple	28 rolls	4,749.36
216	Silk/Satin Ribbon 2", Purple	14 rolls	3,501.68
217	Silk/Satin Ribbon 1", Royal Blue	31 rolls	4,922.18
218	Silk/Satin Ribbon 2", Royal Blue	7 rolls	1,529.50
219	Sign Pen Retractable (Black) G-2, 0.7	1463 pcs	118,605.41
220	Sign Pen Retractable (Blue) G-2, 0.5	518 pcs	40,207.16
221	Sign Pen Retractable (Blue) G-2, 0.7	886 pcs	68,771.32
222	Sign Pen (Black) Hi-TechPoint V7	298 pcs	21,417.26
223	Sign Pen (Blue) Hi-TechPoint V7	268 pcs	19,261.16
224	Sign Pen (Black) Hi-TechPoint V5	107 pcs	7,782.11
225	Sign Pen (Blue) Hi-TechPoint V5	40 pcs	2,909.20
226	Sign Pen (Black) Hi-TechPoint V10 Grip	525 pcs	42,866.25
227	Sign Pen (Blue) Hi-TechPoint V10 Grip	356 pcs	29,067.40
228	Sign Pen G-tech C4, Blue	242 pcs	19,723.00
229	Sign Pen G-tech C4, Black	517 pcs	42,135.50
230	Sign Pen G-tech C4, Red	26 pcs	2,264.86
231	Sign Pen G-tech C4, Green	10 pcs	871.10
232	Sign Pen 0.8, Pigment Ink (Black)	136 pcs	8,210.32
233	Sign Pen 0.8, Pigment Ink (Blue)	55 pcs	3,320.35
234	Sign Pen Gel Type 0.7 (Black)	246 pcs	20,934.60
235	Sign Pen Gel Type 0.7 (Blue)	198 pcs	16,849.80
236	Sign Pen, Gel Type 0.7, (Green)	83 pcs	7,063.30
237	Sign Pen Gel Type 0.5 (Black)	576 pcs	49,017.60
238	Sign Pen Gel Type 0.5 (Blue)	452 pcs	38,465.20
239	Sign Pen Gel Type 0.5 (Green)	78 pcs	6,637.80
240	Sign Pen Gel Type 0.5 (Red)	72 pcs	6,127.20
241	Sign Pen Gel Type 0.5 (Violet)	298 pcs	25,359.80
242	Sign Pen, Roller Ball, Medium, Black	206 pcs	12,360.00
243	Sign Pen, Roller Ball, Medium, Blue	7 pcs	420.00
244	Specialty Paper	109 packs	31,650.33



	245	Stamp Pad Ink, 30ml (Black)	18 btl	1,055.70
	246	Stamp pad ink, 50ml (Violet)	34 btl	3,206.20
	247	Stamp Pad Ink, 473ml (Violet)	40 btl	5,934.00
	248	Stamp Pad w/ Ink Small #00	17 pcs	2,756.55
	249	Stamp Pad w/ Ink Big #2	82 pcs	3,677.70
	250	Stapler #10	12 pcs	669.24
	251	Stapler #35, Heavy Duty, Big	38 pcs	26,482.20
	252	Stapler #35, with Staple Remover	330 pcs	46,770.90
	253	Staple Wire Remover Twin Jaws	41 pcs	1,437.87
	254	Staple Wire #10/1000's	53 boxes	609.50
	255	Steno Notebook, 60lvs	552 pcs	14,600.40
	256	Sticker Paper, Long, White	527 packs	27,272.25
	257	Sticker Paper, A4, White	355 packs	14,288.75
	258	Sticky Post-it Mini "Sign Here" 5 colors (45x12mm)	572 packs	32,890.00
	259	Styrofoam 1/2" x 2' x 4'	3 pcs	253.23
	260	Tape Dispenser, heavy duty, for 24mm(1")	35 pcs	6,459.95
	261	Tape, packaging, 48mm, (2")	223 rolls	16,283.46
	262	Tape, Transparent 1/2" x 25 yards	97 rolls	724.59
	263	Tape, transparent, (1"), 24mm	905 rolls	22,896.50
	264	Tape, transparent, (2"), 24mm	359 rolls	31,168.38
	265	Thumb Tacks, 100's/bxs	39 boxes	852.15
	266	Uni PIN Fine Liner .7 (blue)	31 pcs	2,869.67
	267	Whiteboard 2' x 3'	6 pcs	5,571.72
	268	Whiteboard 4' x 6'	3 pcs	13,308.36
	269	Whiteboard 4' x 6', with Aluminum Stand	5 pcs	46,494.50
	270	Yellow Ruled Pads	62 pads	4,064.10
	271	Engineer's Fieldbook Total	34 pcs	3,499.28
	272	ZEBRA SERIES TRANSFER FILM 1500 PRINTS	4 pcs	70,150.00
	273	Wall Clock 12"	19 pcs	8,576.03
	274	AC/DC Adapter 24V 2.5A	1 pc	514.62
	275	2-in-1 Cable Crimper Plier for RJ11, 12, 45 with LAN Tester Built-In	1 pc	2,038.37
	276	Switching Power Supply 24V 2.5A	2 pcs	1,023.50
		<b>TOTAL</b>		<b>5,416,853.02</b>
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)			
21.1	No other documents needed.			

## ***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 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 the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

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

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

## **5. Warranty**

- 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	
	<b>Delivery and Documents –</b>
	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:
	“The delivery terms applicable to this Contract are delivered at the <b>Provincial Capitol, Brgy. II, City of San Fernando, La Union</b> . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <b>PGLU Inspection Team</b> .
	<b>Incidental Services –</b>
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	<ul style="list-style-type: none"> <li>a. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> </ul> </li> </ul>

	<p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 5 years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<b>Intellectual Property Rights –</b>
	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	<p>The terms of payment shall be as follows:</p> <p>- Full payment upon completion and acceptance of the Project.</p>
4	<p>The inspection and tests that will be conducted are:</p> <ul style="list-style-type: none"> <li>a) Completeness of the delivered items as to quantity and specifications; and</li> <li>b) Product operation to ascertain that it is functioning (for applicable items).</li> </ul>



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

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

<b>Lot Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>
1	Supply and Delivery of Office Supplies	1	lot	Within Thirty (30) Calendar days from receipt of the Notice to Proceed

I hereby commit to comply and deliver all of the above requirements in accordance with the above schedule.

_____	_____	_____
Name of Company	Signature Over Printed Name of Authorized Representative	Date

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

# Technical Specifications

Item	Specification	Statement of Compliance <sup>1</sup>
1	Adding Machine Paper roll, 57mm-106 rolls	
2	Adhesive Paste, 200g-105 btl	
3	Adhesive Tape, 1/2" double sided, 10m-165 rolls	
4	Adhesive Tape, 1" Double Sided, 10m-292 rolls	
5	Adhesive Tape, 1" Double Sided w/ Foam, 10m-105 rolls	
6	Adhesive Tape, 1/2" Double Sided w/ Foam, 10m-76 rolls	
7	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Black -720 pcs	
8	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Blue-402 pcs	
9	Ballpen, Ordinary, Black-7628 pcs	
10	Ballpen, Ordinary, Blue-2640 pcs	
11	Ballpen, Ordinary, Red-296 pcs	
12	Ballpen, Special, Black-1890 pcs	
13	Ballpen, Special, Blue-1022 pcs	
14	Ballpen, Special, Red-161 pcs	
15	Ballpen, Special, Green-37 pcs	
16	Battery, AA, Alkaline, 2 pcs per pack, heavy duty-1127 packs	
17	Battery, AAA, Alkaline, 4pcs per pack, heavy duty-709 packs	
18	Battery charger, 9 volts, for AA and AAA-3 units	
19	Battery, CMOS, CR2032-20 pcs	
20	Battery, Flat, 9 Volts, heavy duty-10 pcs	
21	Battery, AA Rechargeable, 2pcs per Pack-43 packs	
22	Battery, AAA Rechargeable, 2pcs per Pack-40 packs	

<sup>1</sup> Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

23	Battery, Size C (Heavy Duty, Black) Max. Alkaline 2 pcs per pack-92 packs	
24	Battery, Size D (Heavy Duty, Black) 2pcs per pack-5 packs	
25	AA battery, black, 2550mAh 1.2V-10 boxes	
26	Rechargeable AA battery, black, 2550mAh 1.2V-14 packs	
27	Binder clip, 1"-255 boxes	
28	Binder clip, 1 1/4mm-121 boxes	
29	Binder clip, 19mm-172 boxes	
30	Binder clip, 25mm-138 boxes	
31	Binder clip, 41mm-133 boxes	
32	Binder clip, 2"-196 boxes	
33	Board magnet, 6pcs per box-7 boxes	
34	Board Paper, 220 gsm, 10pc/pack, Long, Cream-497 packs	
35	Board Paper, 220 gsm, 10pc/pack, Short, Cream-553 packs	
36	Board Paper, 220gsm, 10pc/pack, Long, White-733 packs	
37	Board Paper, 220gsm, 10pc/pack, Short, White-551 packs	
38	Book Stand/ Organizer, L-Type, Steel-20 pairs	
39	Calculator, 12-digits-96 units	
40	Calculator, scientific-22 units	
41	Calculator, printing, heavy duty, ribbon-type printer-1 unit	
42	Carbon Paper, Long Permafilm, 100's/Box-25 boxes	
43	Cartolina, Special, Light Blue-75 pcs	
44	Cartolina, Special, White-75 pcs	
45	Cartolina, Ordinary, Blue-75 pcs	
46	Cartolina, Ordinary, Green-90 pcs	
47	Cartolina, Ordinary, Orange-90 pcs	
48	Cartolina, Ordinary, Pink-80 pcs	
49	Cartolina, Ordinary, Red-80 pcs	
50	Cartolina, Ordinary, Yellow-100 pcs	
51	Cartolina, Ordinary, White-177 pcs	
52	Certificate Folder, A4-873 pcs	
53	Certificate Folder w/ PGLU logo, Long, Maroon-193 pcs	
54	Certificate Frame, Glass, A4-210 pcs	
55	Certificate Folder, Long 8"x13"-460 pcs	
56	Certificate Folder, Short 8"x11"-1036 pcs	
57	Certificate Frame, Glass, 8"x11"-6 pcs	
58	Clearbook, Long, purple, 20 Sheets, 27 holes-120 pcs	

59	Clear Book with 20 leaves, long (Red & Blue)-33 pcs	
60	Clear Book refill, Long ,100s-16 packs	
61	Colored Paper, Assorted Colors, Long-42 rms	
62	Columnar Notebook, 3 Columns-24 pcs	
63	Columnar Notebook, 18 Columns-10 pcs	
64	Concorde Laid Specialty Papers 90gsm 500's per ream, White, Long, 8½"x13"-12 rms	
65	Concorde Laid Specialty Papers 90gsm 500's per ream, L. Yellow, Long, 8½"x13"-54 rms	
66	Concorde, Watermarked Laid Paper, Light Yellow A4-33 rms	
67	Construction Paper, S24, Assorted Color, Long-6 rms	
68	Construction Paper, S24, Assorted Color, A4 -9 rms	
69	Bond Paper, S24, Acid-free, 8"x13"-502 rms	
70	Copy Paper, S24, 80GSM, A3-116 rms	
71	Copy paper, 8.5" x 11", Short-163 rms	
72	Cork Board, 3'x 5'-2 pcs	
73	Cork Board, 4' x 6'-4 pcs	
74	Correction Fluid, 15ml-41 btls	
75	Correction Tape, 5mm x12mm-1101 pcs	
76	Cutter Big, Heavy Duty, Retractable w/ Steel Guide-56 pcs	
77	Cutter Blade, for heavy duty cutter-27 pcs	
78	Cutter, Big-72 pcs	
79	Data File Binder, Archfile Ring binder long with side clip-552 pcs	
80	Data File Binder, Archfile Ring binder short with side clip-46 pcs	
81	Dater Stamp-45 pcs	
82	Document File box, size-108 pcs	
83	Duct Tape, 2" x 25m, silver-53 rolls	
84	Duct Tape, 2" x 25m black-61 rolls	
85	Duct tape, 1"-21 rolls	
86	Envelope, Brown, Long-27567 pcs	
87	Envelope, Brown, Short-15256 pcs	
88	Envelope, Expanding, Green, Long, 0.50mm-2787 pcs	
89	Envelope, Expanding, Green, Short, 0.50mm-625 pcs	
90	Envelope, Expanding, Brown, Long, 0.50mm-856 pcs	
91	Envelope, Expanding, Brown, Short, 0.50mm-80 pcs	
92	Envelope, Expanding, Yellow, Long, 0.50mm-160 pcs	

93	Envelope, Expanding, Plastic, long, 0.50mm-268 pcs	
94	Envelope, Plastic, Long-940 pcs	
95	Envelope, Plastic, Short-125 pcs	
96	Folder, Expanded, Purple, Long-799 pcs	
97	Folder, Expanded, Purple, A4-140 pcs	
98	Fastener, Plastic, Standard/50's-349 boxs	
99	Fastener, Plastic, 8"/ 100's-88 boxs	
100	Flag Philippine Standard Size (Cotton), 3'x5'-11 pcs	
101	File Box with cover,11 W x16 L x 11.5 H-139 pcs	
102	File Organizer Expanding, Legal, 12 pockets, accordion file bag with handle-80 pcs	
103	Folder, Brown, Long-2205 pcs	
104	Folder, Brown, Short-425 pcs	
105	Folder, White, Short, A4-475 pcs	
106	Folder, Clipboard-36 pcs	
107	Folder, Clipboard, long-186 pcs	
108	Folder Expanding (Pressboard), Long green color-2217 pcs	
109	Folder Expanding (Pressboard), Long blue color-714 pcs	
110	Folder Expanding (Pressboard), Long (Red color)-391 pcs	
111	Folder Expanding (Pressboard), size 240mm x 370mm, 100 pcs per box-2 boxs	
112	Folder Morroco with Stick, Short (Asstd. Colors)-30 pcs	
113	Folder Morroco with stick, Long (Asstd. Color)-392 pcs	
114	Folder Plastic, Long-165 pcs	
115	Folder Plastic, Short-125 pcs	
116	Folder, (White) Long-4639 pcs	
117	Folder, (White) Short-675 pcs	
118	Folder, Fancy, for A4 size documents (100pcs per pack)-7 bundles	
119	Folder, Fancy, for legal size documents, long (100pcs per pack)-16 bundles	
120	Filing Box/ Storage Box, Blue cover - Plastic, 25L-162 pcs	
121	Filing Box/ Storage Box, Blue cover - Plastic, 50L-47 pcs	
122	Filing Box/ Storage Box, Blue cover - Plastic,95L-39 pcs	
123	Galgo Paper, A4, Light Yellow, 90gms -64 rms	
124	Galgo Paper, Long, Light Yellow, 90gms -76 rms	

125	Glossy Photo paper, Sticker-314 packs	
126	Glue 40 gms,-101 btl	
127	Glue 130 gms,-126 btl	
128	Glue Gun Stick, Big-320 pcs	
129	Glue Gun Stick, Small-75 pcs	
130	Glue Gun, Big, Heavy Duty-23 pcs	
131	Gun Tucker T30-17 pcs	
132	Gun Tucker Wire for T30-216 pcs	
133	Gun Tucker T50-26 pcs	
134	Gun Tucker Wire for T50-345 pcs	
135	Hi Gloss Sticker Paper, 10 pcs/pack-347 packs	
136	ID Leis-100 pcs	
137	ID Holder (4.5" X 3.5") with Strap-1385 pcs	
138	Illustration Board (1 whole)-12 pcs	
139	In and Out Tray 2-Layers Steel (Metal Desk Tray)-7 pcs	
140	In and Out Tray 3-Layers Steel (Metal Desk Tray)-27 pcs	
141	In and Out Tray 3 layers Office supplies desk tray/wire mesh four-layer file tray/basket rack multi-layer storage box file holder-18 pcs	
142	Index Card, 3" x 5", ruled both sides, 50's/pack-103 packs	
143	Index Card, 5" x 8", ruled both sides, 50's/pack-13 packs	
144	Index Plastic Tabs Stick up "Sign Here" Stickies (44x25MM)-347 packs	
145	Laminating Film, 250mic, 228x50m-24 pcs	
146	Laminating Film, A3-8 rolls	
147	Laminating Film, A4-12 rolls	
148	Laminating Film, Long-13 rolls	
149	Mailing Envelope, White, Long, 500's-42 boxes	
150	Mailing Envelope, White, Short, 500's-12 boxes	
151	Mailing Envelope, Cream, Long, 500's -6 boxes	
152	Mailing Envelope, White, Long, with plastic window, 500s-6 boxes	
153	Magazine File Folder-49 pcs	
154	Magazine rack, plastic-4 pcs	
155	Manila Paper-411 pcs	
156	Marking Pen Refill Ink, 30ml-26 pcs	
157	Marking Pen, permanent fine (Black)-1133 pcs	
158	Marking Pen, permanent fine (Blue)-583 pcs	
159	Marking Pen, permanent fine (Red)-246 pcs	
160	Marking Pen, permanent Broad Tip (Black)-868 pcs	
161	Marking Pen, Permanent Broad Tip (Blue)-315 pcs	
162	Marking Pen, Permanent Broad Tip (Red)-167 pcs	

163	Masking Tape 1/2" (24mm x 25yards)-266 rolls	
164	Masking Tape 1" (24mm) x 25 yards)-937 rolls	
165	Masking Tape 2" x 25 yards-256 rolls	
166	Mechanical Pencil 0.5-41 pcs	
167	Mechanical Pencil Lead 0.5 (10's/tube)-46 tubes	
168	Mimeographing Paper, Long 8½"x13", WW-1212 rms	
169	Mimeographing Paper, Short 8½"x11", WW-510 rms	
170	Note Pad, (3" x 4") (80 leaves/pack)-246 pads	
171	Note Pad, stick on, 1.5" x 2" (Post It)-183 pads	
172	Note Pad, stick on, 3' x 5", w/ lines-270 pads	
173	Notebook, 80 Leaves-1920 pcs	
174	Nylon Rope, 20 mtrs-5 pcs	
175	Official Logbook, 300pp-222 pcs	
176	Padlock, Heavy Duty, Big-9 pcs	
177	Padlock, Heavy Duty, Medium-17 pcs	
178	Paper Clamp bullclip, Big 1 1/2", 6 pcs/pack-212 packs	
179	Paper Clamp bullclip, Medium 1 1/4", 6pcs/pack-268 packs	
180	Paper Clamp bullclip Small 7/8" (22mm), 6pcs/pack-177 packs	
181	Paper Clip, gem type, 33mm 100's/box-622 boxs	
182	Paper Clip, gem type, jumbo, 48mm 100's/box-476 boxs	
183	Paper Cutter w/ Board 10"x12", Heavy Duty-19 pcs	
184	Pencil #1, 12 pcs / box-167 boxs	
185	Pencil #2, 12 pcs / box-296 boxs	
186	Pencil Sharpener, Heavy Duty,Single cutter-30 pcs	
187	Picture Frame, 8"x11"-20 pcs	
188	Picture Frame, 8"x13"-20 pcs	
189	Photo glossy sticker paper-73 pcks	
190	Photo Paper, Glossy, A4 /10's-426 packs	
191	Photo Paper, Glossy, Sticker A4 /20's, 135 gsm-88 packs	
192	Plastic Folder Jacket-100 pcs	
193	Plastic Insert Sheet Fillers Long, 100 pcs-90 packs	
194	Plastic Insert Sheet Fillers A4, 100 pcs-7 packs	
195	Plastic straw, twine-12 rolls	
196	Push Pin, hammerhead type, 100's/box-57 boxs	
197	PVC Cover, Long 100's/pack-17 packs	
198	PVC Cover, A4100's/pack-5 packs	
199	Record Book, 150 Pages-796 pcs	
200	Ring Binder, 1/2"-232 pcs	
201	Ring Binder, 1"-247 pcs	
202	Ring Binder, 1/4"-17 pcs	



203	Ring Binder, 1½"-41 pcs	
204	Ring Binder, 2"-137 pcs	
205	Ring Binder, 3/4"-40 pcs	
206	Rubber Band, Small-147 pcs	
207	Rubber Self-inking Date Stamp-15 pcs	
208	Ruler 12", Plastic-141 pcs	
209	Ruler 12", Stainless-33 pcs	
210	Ruler 24", Metal-10 pcs	
211	Safety Pin, silver (1"), 1000s/box-3 boxes	
212	Scissor, small stainless with plastic handle-158 pcs	
213	Scissor, big 7" stainless, with plastic handle, heavy duty-300 pcs	
214	Sheet Protector w/ 11 holes, plastic Long, 100 pcs-117 boxes	
215	Silk/Satin Ribbon 1", Purple-28 rolls	
216	Silk/Satin Ribbon 2", Purple-14 rolls	
217	Silk/Satin Ribbon 1", Royal Blue-31 rolls	
218	Silk/Satin Ribbon 2", Royal Blue-7 rolls	
219	Sign Pen Retractable (Black) G-2, 0.7-1463 pcs	
220	Sign Pen Retractable(Blue) G-2, 0.5-518 pcs	
221	Sign Pen Retactable(Blue) G-2, 0.7-886 pcs	
222	Sign Pen (Black) Hi-techpoint V7-298 pcs	
223	Sign Pen (Blue) Hi-techpoint V7-268 pcs	
224	Sign Pen (Black) Hi-techpoint V5-107 pcs	
225	Sign Pen (Blue) Hi-techpoint V5-40 pcs	
226	Sign Pen (Black) Hi-Techpoint V10 Grip-525 pcs	
227	Sign Pen (Blue) Hi-Techpoint V10 Grip-356 pcs	
228	Sign Pen G-tech C4, Blue-242 pcs	
229	Sign Pen G-tech C4, Black-517 pcs	
230	Sign Pen G-tech C4, Red-26 pcs	
231	Sign Pen G-tech C4, Green-10 pcs	
232	Sign Pen 0.8, Pigment Ink (Black)-136 pcs	
233	Sign Pen 0.8, Pigment Ink (Blue)-55 pcs	
234	Sign Pen Gel Type 0.7 (Black)-246 pcs	
235	Sign Pen Gel Type 0.7 (Blue)-198 pcs	
236	Sign Pen, Gel Type 0.7, (Green)-83 pcs	
237	Sign Pen Gel Type 0.5 (Black)-576 pcs	
238	Sign Pen Gel Type 0.5 (Blue)-452 pcs	
239	Sign Pen Gel Type 0.5 (Green)-78 pcs	
240	Sign Pen Gel Type 0.5 (Red)-72 pcs	
241	Sign Pen Gel Type 0.5 (Violet)-298 pcs	
242	Sign Pen, Roller Ball, Medium, Black-206 pcs	
243	Sign Pen, Roller Ball, Medium, Blue-7 pcs	
244	Specialty Paper-109 packs	
245	Stamp Pad Ink, 30ml (Black)-18 btls	
246	Stamp pad ink,50ml (Violet)-34 btls	
247	Stamp Pad Ink, 473ml (Violet)-40 btls	
248	Stamp Pad w/ Ink Small #00-17 pcs	

249	Stamp Pad w/ Ink Big #2-82 pcs	
250	Stapler #10-12 pcs	
251	Stapler #35, Heavy Duty, Big-38 pcs	
252	Stapler #35, with Staple Remover-330 pcs	
253	Staple Wire Remover Twin Jaws-41 pcs	
254	Staple Wire #10/1000's-53 boxes	
255	Steno Notebook, 60lvs-552 pcs	
256	Sticker Paper, Long, White-527 packs	
257	Sticker Paper, A4 , White-355 packs	
258	Sticky Post-it Mini "Sign Here" 5 colors (45x12mm)-572 packs	
259	Styrofoam ½" x 2' x 4'-3 pcs	
260	Tape Dispenser, heavy duty, for 24mm(1")-35 pcs	
261	Tape, packaging, 48mm, (2")-223 rolls	
262	Tape, Transparent ½" x 25 yards-97 rolls	
263	Tape, transparent, (1"), 24mm-905 rolls	
264	Tape, transparent, (2"), 24mm-359 rolls	
265	Thumb Tacks, 100's/bxs-39 boxes	
266	Uni PIN Fine Liner .7 (blue)-31 pcs	
267	Whiteboard 2' x 3'-6 pcs	
268	Whiteboard 4' x 6'-3 pcs	
269	Whiteboard 4' x 6', with Aluminum Stand-5 pcs	
270	Yellow Ruled Pads-62 pads	
271	Engineer's Fieldbook Total-34 pcs	
272	ZEBRA SERIES TRANSFER FILM 1500 PRINTS-4 pcs	
273	Wall Clock 12"-19 pcs	
274	AC/DC Adapter 24V 2.5A-1 pc	
275	2-in-1 Cable Crimper Plier for RJ11, 12, 45 with LAN Tester Built-In-1 pc	
276	Switching Power Supply 24V 2.5A-2 pcs	

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Name of Company

Signature Over Printed Name of  
Authorized Representative

Date

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

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

***Class “B” Documents***

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

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

## Bid Form

Date: \_\_\_\_\_  
Project Identification N<sup>o</sup>: 2025-02-40

To: Provincial Government of La Union  
Provincial Capitol, Brgy. II  
City of San Fernando City, La Union

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 and Deliver Office Supplies** 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.

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 of agent	Amount and Currency	Purpose of 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 and behalf of:	_____
Date:	_____



## Price Schedule

Name of Bidder \_\_\_\_\_

Invitation to Bid Number 2025-02-40

Page 1 of 17

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Adding Machine Paper roll, 57mm		106 rolls						
2	Adhesive Paste, 200g		105 btls						
3	Adhesive Tape, 1/2" double sided, 10m		165 rolls						
4	Adhesive Tape, 1" Double Sided, 10m		292 rolls						
5	Adhesive Tape, 1" Double Sided w/ Foam, 10m		105 rolls						
6	Adhesive Tape, 1/2" Double Sided w/ Foam, 10m		76 rolls						
7	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Black		720 pcs						
8	Ballpen, Erasable Gel Pen 0.5mm Ink, Ballpoint, Blue		402 pcs						
9	Ballpen, Ordinary, Black		7628 pcs						
10	Ballpen, Ordinary, Blue		2640 pcs						
11	Ballpen, Ordinary, Red		296 pcs						
12	Ballpen, Special, Black		1890 pcs						
13	Ballpen, Special, Blue		1022 pcs						
14	Ballpen, Special, Red		161 pcs						
15	Ballpen, Special, Green		37 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
16	Battery, AA, Alkaline, 2 pcs per pack, heavy duty		1127 packs						
17	Battery, AAA, Alkaline, 4pcs per pack, heavy duty		709 packs						
18	Battery charger, 9 volts, for AA and AAA		3 units						
19	Battery, CMOS, CR2032		20 pcs						
20	Battery, Flat, 9 Volts, heavy duty		10 pcs						
21	Battery, AA Rechargeable, 2pcs per Pack		43 packs						
22	Battery, AAA Rechargeable, 2pcs per Pack		40 packs						
23	Battery, Size C (Heavy Duty, Black) Max. Alkaline 2 pcs per pack		92 packs						
24	Battery, Size D (Heavy Duty, Black) 2pcs per pack		5 packs						
25	AA battery, black, 2550mAh 1.2V		10 boxs						
26	Rechargeable AA battery, black, 2550mAh 1.2V		14 packs						
27	Binder clip, 1"		255 boxs						
28	Binder clip, 1 1/4mm		121 boxs						
29	Binder clip, 19mm		172 boxs						
30	Binder clip, 25mm		138 boxs						
31	Binder clip, 41mm		133 boxs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
32	Binder clip, 2"		196 boxs						
33	Board magnet, 6pcs per box		7 boxs						
34	Board Paper, 220 gsm, 10pc/pack, Long, Cream		497 packs						
35	Board Paper, 220 gsm, 10pc/pack, Short, Cream		553 packs						
36	Board Paper, 220gsm, 10pc/pack, Long, White		733 packs						
37	Board Paper, 220gsm, 10pc/pack, Short, White		551 packs						
38	Book Stand/ Organizer, L-Type, Steel		20 pairs						
39	Calculator, 12-digits		96 units						
40	Calculator, scientific		22 units						
41	Calculator, printing, heavy duty, ribbon-type printer		1 unit						
42	Carbon Paper, Long Permafilm, 100's/Box		25 boxs						
43	Cartolina, Special, Light Blue		75 pcs						
44	Cartolina, Special, White		75 pcs						
45	Cartolina, Ordinary, Blue		75 pcs						
46	Cartolina, Ordinary, Green		90 pcs						
47	Cartolina, Ordinary, Orange		90 pcs						
48	Cartolina, Ordinary, Pink		80 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
49	Cartolina, Ordinary, Red		80 pcs						
50	Cartolina, Ordinary, Yellow		100 pcs						
51	Cartolina, Ordinary, White		177 pcs						
52	Certificate Folder, A4		873 pcs						
53	Certificate Folder w/ PGLU logo, Long, Maroon		193 pcs						
54	Certificate Frame, Glass, A4		210 pcs						
55	Certificate Folder, Long 8"x13"		460 pcs						
56	Certificate Folder, Short 8"x11"		1036 pcs						
57	Certificate Frame, Glass, 8"x11"		6 pcs						
58	Clearbook, Long, purple, 20 Sheets, 27 holes		120 pcs						
59	Clear Book with 20 leaves, long (Red & Blue)		33 pcs						
60	Clear Book refill, Long ,100s		16 pcks						
61	Colored Paper, Assorted Colors, Long		42 rms						
62	Columnar Notebook, 3 Columns		24 pcs						
63	Columnar Notebook, 18 Columns		10 pcs						
64	Concorde Laid Specialty Papers 90gsm 500's per ream, White, Long, 8½"x13"		12 rms						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
65	Concorde Laid Specialty Papers 90gsm 500's per ream, L. Yellow, Long, 8½"x13"		54 rms						
66	Concorde, Watermarked Laid Paper, Light Yellow A4		33 rms						
67	Construction Paper, S24, Assorted Color, Long		6 rms						
68	Construction Paper, S24, Assorted Color, A4		9 rms						
69	Bond Paper, S24, Acid-free, 8"x13"		502 rms						
70	Copy Paper, S24, 80GSM, A3		116 rms						
71	Copy paper, 8.5" x 11", Short		163 rms						
72	Cork Board, 3'x 5'		2 pcs						
73	Cork Board, 4' x 6'		4 pcs						
74	Correction Fluid, 15ml		41 btl						
75	Correction Tape, 5mm x12mm		1101 pcs						
76	Cutter Big, Heavy Duty, Retractable w/ Steel Guide		56 pcs						
77	Cutter Blade, for heavy duty cutter		27 pcs						
78	Cutter, Big		72 pcs						
79	Data File Binder, Archfile Ring binder long with side clip		552 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
80	Data File Binder, Archfile Ring binder short with side clip		46 pcs						
81	Dater Stamp		45 pcs						
82	Document File box, size		108 pcs						
83	Duct Tape, 2" x 25m, silver		53 rolls						
84	Duct Tape, 2" x 25m black		61 rolls						
85	Duct tape, 1"		21 rolls						
86	Envelope, Brown, Long		27567 pcs						
87	Envelope, Brown, Short		15256 pcs						
88	Envelope, Expanding, Green, Long, 0.50mm		2787 pcs						
89	Envelope, Expanding, Green, Short, 0.50mm		625 pcs						
90	Envelope, Expanding, Brown, Long, 0.50mm		856 pcs						
91	Envelope, Expanding, Brown, Short, 0.50mm		80 pcs						
92	Envelope, Expanding, Yellow, Long, 0.50mm		160 pcs						
93	Envelope, Expanding, Plastic, long, 0.50mm		268 pcs						
94	Envelope, Plastic, Long		940 pcs						
95	Envelope, Plastic, Short		125 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
96	Folder, Expanded, Purple, Long		799 pcs						
97	Folder, Expanded, Purple, A4		140 pcs						
98	Fastener, Plastic, Standard/50's		349 boxs						
99	Fastener, Plastic, 8"/ 100's		88 boxs						
100	Flag Philippine Standard Size (Cotton), 3'x5'		11 pcs						
101	File Box with cover,11 W x16 L x 11.5 H		139 pcs						
102	File Organizer Expanding, Legal, 12 pockets, accordion file bag with handle		80 pcs						
103	Folder, Brown, Long		2205 pcs						
104	Folder, Brown, Short		425 pcs						
105	Folder, White, Short, A4		475 pcs						
106	Folder, Clipboard		36 pcs						
107	Folder, Clipboard, long		186 pcs						
108	Folder Expanding (Pressboard), Long green color		2217 pcs						
109	Folder Expanding (Pressboard), Long blue color		714 pcs						
110	Folder Expanding (Pressboard), Long (Red color)		391 pcs						
111	Folder Expanding (Pressboard), size 240mm x 370mm, 100 pcs per box		2 boxs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
112	Folder Morroco with Stick, Short (Asstd. Colors)		30 pcs						
113	Folder Morroco with stick, Long (Asstd. Color)		392 pcs						
114	Folder Plastic, Long		165 pcs						
115	Folder Plastic, Short		125 pcs						
116	Folder, (White) Long		4639 pcs						
117	Folder, (White) Short		675 pcs						
118	Folder, Fancy, for A4 size documents (100pcs per pack)		7 bundles						
119	Folder, Fancy, for legal size documents, long (100pcs per pack)		16 bundles						
120	Filing Box/ Storage Box, Blue cover - Plastic, 25L		162 pcs						
121	Filing Box/ Storage Box, Blue cover - Plastic, 50L		47 pcs						
122	Filing Box/ Storage Box, Blue cover - Plastic, 95L		39 pcs						
123	Galgo Paper, A4, Light Yellow, 90gms		64 rms						
124	Galgo Paper, Long, Light Yellow, 90gms		76 rms						
125	Glossy Photo paper, Sticker		314 packs						
126	Glue 40 gms,		101 btls						
127	Glue 130 gms,		126 btls						
	SUB-TOTAL								



1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
128	Glue Gun Stick, Big		320 pcs						
129	Glue Gun Stick, Small		75 pcs						
130	Glue Gun, Big, Heavy Duty		23 pcs						
131	Gun Tucker T30		17 pcs						
132	Gun Tucker Wire for T30		216 pcs						
133	Gun Tucker T50		26 pcs						
134	Gun Tucker Wire for T50		345 pcs						
135	Hi Gloss Sticker Paper, 10 pcs/pack		347 packs						
136	ID Leis		100 pcs						
137	ID Holder (4.5" X 3.5") with Strap		1385 pcs						
138	Illustration Board (1 whole)		12 pcs						
139	In and Out Tray 2-Layers Steel (Metal Desk Tray)		7 pcs						
140	In and Out Tray 3-Layers Steel (Metal Desk Tray)		27 pcs						
141	In and Out Tray 3 layers Office supplies desk tray/wire mesh four-layer file tray/basket rack multi-layer storage box file holder		18 pcs						
142	Index Card, 3" x 5", ruled both sides, 50's/pack		103 packs						
143	Index Card, 5" x 8", ruled both sides, 50's/pack		13 packs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
144	Index Plastic Tabs Stick up "Sign Here" Stickies (44x25MM)		347 packs						
145	Laminating Film, 250mic, 228x50m		24 pcs						
146	Laminating Film, A3		8 rolls						
147	Laminating Film, A4		12 rolls						
148	Laminating Film, Long		13 rolls						
149	Mailing Envelope, White, Long, 500's		42 boxs						
150	Mailing Envelope, White, Short, 500's		12 boxs						
151	Mailing Envelope, Cream, Long, 500's		6 boxs						
152	Mailing Envelope, White, Long, with plastic window, 500s		6 boxs						
153	Magazine File Folder		49 pcs						
154	Magazine rack, plastic		4 pcs						
155	Manila Paper		411 pcs						
156	Marking Pen Refill Ink, 30ml		26 pcs						
157	Marking Pen, permanent fine (Black)		1133 pcs						
158	Marking Pen, permanent fine (Blue)		583 pcs						
159	Marking Pen, permanent fine (Red)		246 pcs						
160	Marking Pen, permanent Broad Tip (Black)		868 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
161	Marking Pen, Permanent Broad Tip (Blue)		315 pcs						
162	Marking Pen, Permanent Broad Tip (Red)		167 pcs						
163	Masking Tape 1/2" (24mm x 25yards)		266 rolls						
164	Masking Tape 1" (24mm) x 25 yards)		937 rolls						
165	Masking Tape 2" x 25 yards		256 rolls						
166	Mechanical Pencil 0.5		41 pcs						
167	Mechanical Pencil Lead 0.5 (10's/tube)		46 tubes						
168	Mimeographing Paper, Long 8½"x13", WW		1212 rms						
169	Mimeographing Paper, Short 8½"x11", WW		510 rms						
170	Note Pad, (3" x 4") (80 leaves/pack)		246 pads						
171	Note Pad, stick on, 1.5" x 2" (Post It)		183 pads						
172	Note Pad, stick on, 3' x 5", w/ lines		270 pads						
173	Notebook, 80 Leaves		1920 pcs						
174	Nylon Rope, 20 mtrs		5 pcs						
175	Official Logbook, 300pp		222 pcs						
176	Padlock, Heavy Duty, Big		9 pcs						
177	Padlock, Heavy Duty, Medium		17 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
178	Paper Clamp bulldclip, Big 1 1/2", 6 pcs/pack		212 packs						
179	Paper Clamp bulldclip, Medium 1 1/4", 6pcs/ pack		268 packs						
180	Paper Clamp bulldclip Small 7/8" (22mm), 6pcs/pack		177 packs						
181	Paper Clip, gem type, 33mm 100's/box		622 boxs						
182	Paper Clip, gem type, jumbo, 48mm 100's/box		476 boxs						
183	Paper Cutter w/ Board 10"x12", Heavy Duty		19 pcs						
184	Pencil #1, 12 pcs / box		167 boxs						
185	Pencil #2, 12 pcs / box		296 boxs						
186	Pencil Sharpener, Heavy Duty,Single cutter		30 pcs						
187	Picture Frame, 8"x11"		20 pcs						
188	Picture Frame, 8"x13"		20 pcs						
189	Photo glossy sticker paper		73 pcks						
190	Photo Paper, Glossy, A4 /10's		426 packs						
191	Photo Paper, Glossy, Sticker A4 /20's, 135 gsm		88 packs						
192	Plastic Folder Jacket		100 pcs						
193	Plastic Insert Sheet Fillers Long, 100 pcs		90 packs						
194	Plastic Insert Sheet Fillers A4, 100 pcs		7 packs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
195	Plastic straw, twine		12 rolls						
196	Push Pin, hammerhead type, 100's/box		57 boxs						
197	PVC Cover, Long 100's/pack		17 packs						
198	PVC Cover, A4100's/pack		5 packs						
199	Record Book, 150 Pages		796 pcs						
200	Ring Binder, 1/2"		232 pcs						
201	Ring Binder, 1"		247 pcs						
202	Ring Binder, 1/4"		17 pcs						
203	Ring Binder, 1½"		41 pcs						
204	Ring Binder, 2"		137 pcs						
205	Ring Binder, 3/4"		40 pcs						
206	Rubber Band, Small		147 pcs						
207	Rubber Self-inking Date Stamp		15 pcs						
208	Ruler 12", Plastic		141 pcs						
209	Ruler 12", Stainless		33 pcs						
210	Ruler 24", Metal		10 pcs						
211	Safety Pin, silver (1"), 1000s/box		3 boxs						
212	Scissor, small stainless with plastic handle		158 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
213	Scissor, big 7" stainless, with plastic handle, heavy duty		300 pcs						
214	Sheet Protector w/ 11 holes, plastic Long, 100 pcs		117 boxs						
215	Silk/Satin Ribbon 1", Purple		28 rolls						
216	Silk/Satin Ribbon 2", Purple		14 rolls						
217	Silk/Satin Ribbon 1", Royal Blue		31 rolls						
218	Silk/Satin Ribbon 2", Royal Blue		7 rolls						
219	Sign Pen Retractable (Black) G-2, 0.7		1463 pcs						
220	Sign Pen Retractable(Blue) G-2, 0.5		518 pcs						
221	Sign Pen Retactable(Blue) G-2, 0.7		886 pcs						
222	Sign Pen (Black) Hi-techpoint V7		298 pcs						
223	Sign Pen (Blue) Hi-techpoint V7		268 pcs						
224	Sign Pen (Black) Hi-techpoint V5		107 pcs						
225	Sign Pen (Blue) Hi-techpoint V5		40 pcs						
226	Sign Pen (Black) Hi-Techpoint V10 Grip		525 pcs						
227	Sign Pen (Blue) Hi-Techpoint V10 Grip		356 pcs						
228	Sign Pen G-tech C4, Blue		242 pcs						
229	Sign Pen G-tech C4, Black		517 pcs						
230	Sign Pen G-tech C4, Red		26 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
231	Sign Pen G-tech C4, Green		10 pcs						
232	Sign Pen 0.8, Pigment Ink (Black)		136 pcs						
233	Sign Pen 0.8, Pigment Ink (Blue)		55 pcs						
234	Sign Pen Gel Type 0.7 (Black)		246 pcs						
235	Sign Pen Gel Type 0.7 (Blue)		198 pcs						
236	Sign Pen, Gel Type 0.7, (Green)		83 pcs						
237	Sign Pen Gel Type 0.5 (Black)		576 pcs						
238	Sign Pen Gel Type 0.5 (Blue)		452 pcs						
239	Sign Pen Gel Type 0.5 (Green)		78 pcs						
240	Sign Pen Gel Type 0.5 (Red)		72 pcs						
241	Sign Pen Gel Type 0.5 (Violet)		298 pcs						
242	Sign Pen, Roller Ball, Medium, Black		206 pcs						
243	Sign Pen, Roller Ball, Medium, Blue		7 pcs						
244	Specialty Paper		109 packs						
245	Stamp Pad Ink, 30ml (Black)		18 btls						
246	Stamp pad ink,50ml (Violet)		34 btls						
247	Stamp Pad Ink, 473ml (Violet)		40 btls						
248	Stamp Pad w/ Ink Small #00		17 pcs						
249	Stamp Pad w/ Ink Big #2		82 pcs						
	SUB-TOTAL								

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
250	Stapler #10		12 pcs						
251	Stapler #35, Heavy Duty, Big		38 pcs						
252	Stapler #35, with Staple Remover		330 pcs						
253	Staple Wire Remover Twin Jaws		41 pcs						
254	Staple Wire #10/1000's		53 boxs						
255	Steno Notebook, 60lvs		552 pcs						
256	Sticker Paper, Long, White		527 packs						
257	Sticker Paper, A4 , White		355 packs						
258	Sticky Post-it Mini "Sign Here" 5 colors (45x12mm)		572 packs						
259	Styrofoam ½" x 2' x 4'		3 pcs						
260	Tape Dispenser, heavy duty, for 24mm(1")		35 pcs						
261	Tape, packaging, 48mm, (2")		223 rolls						
262	Tape, Transparent ½" x 25 yards		97 rolls						
263	Tape, transparent, (1"), 24mm		905 rolls						
264	Tape, transparent, (2"), 24mm		359 rolls						
265	Thumb Tacks, 100's/bxs		39 boxs						
266	Uni PIN Fine Liner .7 (blue)		31 pcs						
267	Whiteboard 2' x 3'		6 pcs						
268	Whiteboard 4' x 6'		3 pcs						
	SUB-TOTAL								



1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance 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)
269	Whiteboard 4' x 6', with Aluminum Stand		5 pcs						
270	Yellow Ruled Pads		62 pads						
271	Engineer's Fieldbook Total		34 pcs						
272	ZEBRA SERIES TRANSFER FILM 1500 PRINTS		4 pcs						
273	Wall Clock 12"		19 pcs						
274	AC/DC Adapter 24V 2.5A		1 pc						
275	2-in-1 Cable Crimper Plier for RJ11, 12, 45 with LAN Tester Built-In		1 pc						
276	Switching Power Supply 24V 2.5A		2 pcs						
	SUB-TOTAL								
	GRAND TOTAL (In figures)								
	Amount in words								

*\*Indicate the brand name of the item being offered (for applicable products).*

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

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

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

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

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

**BID SECURING DECLARATION**  
**Project Identification No.:**

To: Provincial Government of La Union  
Provincial Capitol, Brgy. II  
City of San Fernando City, La Union

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *Provincial Government of La Union* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

*If a sole proprietorship:* I am the sole proprietor 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 *Supply and Delivery of Office Supplies* of the *Provincial Government of La Union*, 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 *Supply and Delivery of Office Supplies* of the *Provincial Government of La Union*, 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
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.

<i>[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]</i>
<i>[Insert signatory's legal capacity]</i> Affiant

**[Jurat]**

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

## FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year:

		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, coinciding with the contract to be bid.

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

Submitted by:

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

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

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



**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS  
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

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

Name of Contract/Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. <b>STATEMENT</b> Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						<b>Total Cost</b>		

*Note: This statement shall be supported with:*  
*1 Notice of Award or Notice to Proceed*  
*2 Contract or Purchase Order issued by the owner*

Submitted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

(Print Name and Signature)

**STATEMENT IDENTIFYING BIDDER'S SINGLE LARGEST CONTRACT COMPLETED  
WITHIN THE YEAR 2022 TO PRESENT WHICH IS SIMILAR IN NATURE**

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

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

*Note: This statement shall be supported with:*

- 1 Contract or Purchase Order  
2 Certificate of Completion or Certificate of Acceptance  
3 Official Receipt/s or Sales Invoice/s

Submitted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

SEALING AND MARKING OF BID ENVELOPES



