



Republic of the Philippines
The Heritage Province of Ilocos Sur
MUNICIPALITY OF LIDLIDDA

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PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Purchase of Various IT and Office Supplies and Equipments 2022-02 (Lots 1,2,3)

Lidlidda Municipal Hall, Lidlidda, Ilocos Sur

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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



INVITATION TO BID FOR *Purchase of Various IT and Office Supplies and Equipments - 2022G-02*

1. The **Local Government Unit of Lidlidda** , through the **General Fund of 2022** intends to apply the sum of
Lot 1 – P227,144.00 – Office Supplies, 2022G-02A
Lot 2 – P393,279.00 – IT Consummables and Equipments, 2022G-02B
Lot 3 – P202,500.00 – Office Furnitures and Equipment, 2022G-02C , [(with a total of Eight Hundred Twenty Two Thousand Nine Hundred Twenty Three Pesos (P 822,923.00)] being the ABC to payments under the contract for each lot. **Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.**
2. The **MUNICIPALITY OF LIDLIDDA** now invites bids for the above Procurement Project. Delivery of the Goods is required within **15 days upon receipt of Notice to Proceed**. Bidders should have completed, within **2 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the BAC Office of LGU Lidlidd and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 5, 2022** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of*
 - a. **Lot 1 – P 500.00/ Lot 2 – P 500.00 / Lot 3 – 500.00**
 - b. **All lots - One Thousand Pesos (P1,000.00).**

The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

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

6. The Municipality of Lidlidda will hold a Pre-Bid Conference¹ on **July 13, 2022** at the Conference Hall, Lidlidda Municipal Hall, Lidlidda, Ilocos Sur, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **1:30 pm of July 25, 2022**. **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 **2:00 pm of July 25, 2022** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Municipality of Lidlidda 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:

Wilbert E. Jose
BAC Chairman
Office of the Assessor, Lidlidda Municipal Hall
semelaine77@gmail.com
CP# 0953-302-4088
12. You may visit the following websites:
For downloading of Bidding Documents: *PhilGeps*
[If applicable] For online bid submission: *Manual Submission preferred..*

July 4, 2022


WILBERT E. JOSE, REA
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *MUNICIPALITY OF LIDLIDDA* wishes to receive Bids for the *Purchase and Delivery of Various IT and Office Supplies and Equipments*, with identification number *2022-02*.

The Procurement Project (referred to herein as “Project”) is composed of *LOTS 1,2 & 3* 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 GENERAL FUND OF 2022 in the amount of *Eight Hundred Twenty Two Thousand Nine Hundred Twenty Three Pesos (P 822,923.00)*.

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When the Goods sought to be procured are not available from local suppliers; or

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

[Select one, delete the other/s]

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and

ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. 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 Lidlidda Municipal Hall 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 **2 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)**.

12.2. n/a

13. Bid and Payment Currencies

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

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

[Select one, delete the other/s]

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *within 120 days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

16.2. n/a

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

18.2. n/a

19. Detailed Evaluation and Comparison of Bids

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

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>OFFICE SUPPLIES AND EQUIPMENTS, IT SUPPLIES, CONSUMMABLES, IT EQUIPMENTS</i></p> <p>b. completed within 2 YEARS prior to the deadline for the submission and receipt of bids.</p>
7.1	N/A
12	The price of the Goods shall be quoted DDP [<i>state place of destination</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: (for all lots)</p> <p>a. The amount of not less than <i>Sixteen Thousand Four Hundred Fifty Eight Pesos & 46/100 (P16,458.46)</i>, (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>Forty One Thousand One Hundred Forty Six Pesos & 15/100 (P15,146.15)</i>, (5% of ABC] if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the correspondng ABC for each lot.]</i></p> <p><i>Lot 1 – P227,144.00 – Office Supplies</i></p> <p><i>Lot 2 -P393,279.00 – IT Consummables and Equipments</i></p> <p><i>Lot 3 - P202,500.00 – Office Furnitures and Equipments</i></p>
20.2	<i>Submission of Permits and Licenses in accordance with the products</i>
21.2	n/a

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

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

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>at Lidlidda Municipal Hall</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is WINNIE FREDA MENDOZA and JULIUS BASTIAN.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <p>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p> <ol style="list-style-type: none"> a. furnishing of tools required for assembly and/or maintenance of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and d.

training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

e. *DELIVERY*

f. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

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

- 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
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

MUNICIPALITY OF LIDLIDDA

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

	<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>
2.2	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p>“The terms of payment shall be as follows: CHECK PAYMENT AFTER FULL DELIVERY</p>
4	<p>The inspections and tests that will be conducted are: <i>QUALITY, QUANTITY, FUNCTIONS PER SPECIFICATIONS</i></p>
4	

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.

LOT 1 - OFFICE SUPPLIES					
A. COMMON OFFICE SUPPLIES					
1	can	INSECTICIDE, aerosol type, 600ml	1	150.00	150.00
2	bottle	ALCOHOL, ETHYL, 68%-72%, 500ml	52	98.00	5,096.00
3	bottle	ALCOHOL, ISOPROPYL, 68%-72%, 500ml	15	98.00	1,470.00
4	gallon	ALCOHOL, ISOPROPYL, 68%-72%, 1 gallon	1	489.00	489.00
5	pack	CARTOLINA, assorted colors, 78gsm min	23	94.00	2,162.00
6	pad	NOTE PAD, stick on, 2" x 3"	23	32.00	736.00
7	pad	NOTE PAD, stick on, 3"x3"	5	39.00	195.00
8	pad	NOTE PAD, stick on, 3" x 4"	30	45.00	1,350.00
9	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	16	22.00	352.00
10	ream	PAPER, MULTICOPY, legal, 80gsm	37	224.00	8,288.00
11	ream	PAPER, MULTI-PURPOSE, A4, 70gsm	178	195.00	34,710.00
12	ream	PAPER, MULTI-PURPOSE, legal, 70gsm	104	200.00	20,800.00
13	book	RECORD BOOK, 300 pages, 214mmX278mm	2	70.00	140.00
14	book	RECORD BOOK, 500 pages, 214mmX278mm	24	93.00	2,232.00
15	book	RECORD BOOK, 500 pages, 8.5"x11"	5	154.00	770.00
16	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled, 12/pack	77	99.00	7,623.00
17	pack	TISSUE, interfolded paper towel	20	68.00	1,360.00
18	pack	TOILET TISSUE PAPER, interfolded paper towel	20	43.00	860.00
19	pack	BATTERY, dry cell, size AA	7	46.00	322.00
20	jar	GLUE, all purpose, 200g min	18	85.00	1,530.00
21	roll	TAPE, PACKAGING, 48mm	1	46.00	46.00
22	roll	TAPE, TRANSPARENT, 48mm	1	46.00	46.00
23	roll	TAPE, DOUBLE-SIDED, 1"	11	35.00	385.00
24	roll	TAPE, DOUBLE-SIDED, 1/2"	2	30.00	60.00
25	roll	DUCT TAPE, 48mm	5	150.00	750.00

**Delivered
weeks &
months**

**WITHIN 15
DAYS UPON
RECEIPT OF NTP**

26	box	CLIP, backfold, all metal, clamping: 19mm	43	24.00	1,032.00
27	box	CLIP, backfold, all metal, clamping: 25mm	44	35.00	1,540.00
28	box	CLIP, backfold, all metal, clamping: 32mm	38	33.00	1,254.00
29	box	CLIP, backfold, all metal, clamping: 50mm	3	65.00	195.00
30	piece	CORRECTION TAPE, 8m	25	36.00	900.00
31	piece	DATA FILE BOX, made of chipboard, closed ends	37	125.00	4,625.00
32	box	ENVELOPE, documentary, A4	3	720.00	2,160.00
33	piece	ENVELOPE, documentary, A4	50	10.00	500.00
34	box	ENVELOPE, documentary, for legal size documents	3	910.00	2,730.00
35	piece	ENVELOPE, documentary, for legal size documents	50	15.00	750.00
36	piece	ENVELOPE, expanding, plastic, 0.50mm thickness	10	40.00	400.00
37	box	FASTENER, metal, non-sharp edges	5	68.00	340.00
38	box	FASTENER, plastic, 7cm, 50sets/box	25	48.00	1,200.00
39	box	FASTENER, plastic, long (70mm)	14	200.00	2,800.00
40	piece	FILE ORGANIZER, expanding, plastic, legal, 12 pockets	10	96.00	960.00
41	bundle	FOLDER, FANCY, with slide, RED color, for legal size documents	2	321.00	642.00
42	box	FOLDER, PRESSBOARD, red, for legal size documents	2	1,200.00	2,400.00
43	piece	FOLDER, PRESSBOARD, red, for legal size documents	15	16.00	240.00
44	pack	FOLDER, TAGBOARD, A4, 100pcs/pack	26	460.00	11,960.00
45	pack	FOLDER, TAGBOARD, legal, 100pcs/pack	45	488.00	21,960.00
46	set	MARKER, FLOURESCENT, 3 assorted colors/set	11	58.00	638.00
47	piece	MARKER, WHITEBOARD, black	6	65.00	390.00
48	piece	MARKER, WHITEBOARD, blue	2	65.00	130.00
49	piece	MARKER, PERMANENT, bullet type, black	35	45.00	1,575.00
50	piece	MARKER, PERMANENT, broad tip, black	4	45.00	180.00
51	box	PAPER CLIP, vinyl/plastic coated, 33mm	30	18.00	540.00
52	box	PAPER CLIP, vinyl/plastic coated, 50mm	34	32.00	1,088.00
53	box	PENCIL, lead, with eraser, wood-cased	11	28.00	308.00
54	bundle	RING BINDER, plastic, 32mm (DBM Price)	5	300.00	1,500.00
55	box	RUBBER BAND, No. 18	2	110.00	220.00
56	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm	5	50.00	250.00
57	bottle	INK, for stamp pad	1	41.00	41.00

58	tube	CUTTER BLADE, for general purpose cutter	1	25.00	25.00
59	piece	CUTTER KNIFE, for gen purpose	8	68.00	544.00
60	piece	PENCIL SHARPENER, manual, single cutter head	2	220.00	440.00
61	piece	PUNCHER, paper, heavy duty, with 2 hole guides	5	169.00	845.00
62	pair	SCISSORS, symmetrical, blade length: 65mm	12	67.00	804.00
63	piece	STAPLER, standard type	7	349.00	2,443.00
64	piece	STAPLER, heavy duty	2	450.00	900.00
65	box	STAPLE WIRE, standard, 26/6, #35	30	65.00	1,950.00
66	piece	STAPLE REMOVER, plier type	1	28.00	28.00
67	piece	STAPLE REMOVER, jaw type	6	38.00	228.00
68	unit	CALCULATOR, compact	6	428.00	2,568.00
69	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	15	370.00	5,550.00
70	piece	ERASER, plastic/rubber, for pencil draft/writing	1	15.00	15.00
71	piece	SIGN PEN, 0.5, black	169	36.00	6,084.00
72	piece	SIGN PEN, blue, 0.5	32	36.00	1,152.00
73	piece	SIGN PEN, red, 0.5	19	36.00	684.00
74	box	BALLPEN, 0.5, black, quality, 100/box	10	100.00	1,000.00
75	box	CRAYONS, 16's	13	100.00	1,300.00
76	set	COLOR PEN, 10s	1	100.00	100.00
77	bottle	WHITE FLOWER, 20ml	36	330.00	11,880.00
78	box	DISPOSABLE FACE MASK, 3-ply	12	50.00	600.00
79	box	Disposable Face Mask, hygenic, foldable, surgical style @50s	10	250.00	2,500.00
80	piece	HUMIDIFIER	5	800.00	4,000.00
81	book	LOCAL CODE HANDBOOK, (RA7160)	2	400.00	800.00
82	roll	YARN, white	5	40.00	200.00
83	piece	CERTIFICATE HOLDER, for A4 size certificate	35	80.00	2,800.00
84	pack	SPECIALTY PAPER, white, A4, certificate	10	60.00	600.00
85	pack	SPECIALTY PAPER, white, A4, 200gsm, 100's	2	60.00	120.00
86	pack	SPECIALTY BOARD PAPER, A4, white, no texture	22	60.00	1,320.00
87	pack	SPECIALTY BOARD PAPER, cream, A4	10	60.00	600.00
88	pack	PHOTOPAPER, GLOSSY, A4	2	70.00	140.00
89	pack	GLOSSY INKJET PAPER, white, matte, A4, 20 sheets/pack	18	60.00	1,080.00

90	roll	THERMAL PAPER, 55gsm, 1/2 core, 216mmX30m	2	70.00	140.00
91	pack	COLORED PAPER, A4, assorted colors	2	100.00	200.00
92	box	Pay Envelope, brown, 4"x7.5", 500pcs/box	20	200.00	4,000.00
TOTAL					215,010.00
B. JANITORIAL SUPPLIES					
93	piece	BROOM, soft, tambo	6	180.00	1,080.00
94	piece	BROOM, stick, ting-ting	9	45.00	405.00
95	bottle	CLEANER, toilet, bowl and urinal, 900ml to 1000ml	13	125.00	1,625.00
96	can	CLEANSER, scouring powder, 350g	4	89.00	356.00
97	piece	DETERGENT BAR, 140g	5	15.00	75.00
98	pack	DETERGENT POWDER, all-purpose, 1kg	4	136.00	544.00
99	bottle	LIQUID HAND SOAP, 500ml	35	110.00	3,850.00
100	can	FURNITURE CLEANER, aerosol type, 300ml	1	130.00	130.00
101	unit	MOP BUCKET, heavy duty, hard plastic	5	700.00	3,500.00
102	bundle	RAGS, all cotton, 32pcs/kg	5	65.00	325.00
103	pack	SCOURING PAD, synthetic nylon, 140 x 220mm	2	122.00	244.00
TOTAL					12,134.00

LOT 1

227,144.00

LOT 2 - IT CONSUMMABLES AND EQUIPMENTS

C. IT CONSUMMABLES & IT EQUIPMENTS					
104	piece	USB FLASH DRIVE, 16 GB	1	260.00	260.00
105	piece	FLASH DRIVE, 64GB capacity	1	690.00	690.00
106	piece	EXTERNAL HARD DRIVE, 1 TB	2	3,000.00	6,000.00
107	unit	MOUSE, OPTICAL, USB connection type	10	250.00	2,500.00
108	cart	INK CART, CANON CL-811, colored	2	1,389.00	2,778.00
109	cart	INK CART, CANON PG-810, black	1	1,280.00	1,280.00
110	cart	INK CART, EPSON T6641, black	23	264.00	6,072.00
111	cart	INK CART, EPSON T6642, cyan	17	291.00	4,947.00
112	cart	INK CART, EPSON T6643, magenta	17	291.00	4,947.00
113	cart	INK CART, EPSON T6644, yellow	17	291.00	4,947.00
114	cart	INK, EPSON, 003, black	23	291.00	6,693.00
115	cart	INK, EPSON, 003, cyan	20	291.00	5,820.00

116	cart	INK, EPSON, 003, magenta	20	291.00	5,820.00
117	cart	INK, EPSON, 003, yellow	20	291.00	5,820.00
118	cart	INK, HP DESKJET GT 5810 Refill (GT 53 black) 90ml	2	390.00	780.00
119	cart	INK, HP DESKJET GT 5810 Refill (GT 53 cyan) 90ml	1	390.00	390.00
120	cart	INK, HP DESKJET GT 5810 Refill (GT 53 magenta) 90ml	1	390.00	390.00
121	cart	INK, HP DESKJET GT 5810 Refill (GT 53 yellow) 90ml	1	390.00	390.00
122	cart	HP GT51, 135ml, black	4	350.00	1,400.00
123	cart	HP GT52, 75ml, cyan	2	300.00	600.00
124	cart	HP GT52, 75ml, magenta	2	300.00	600.00
125	cart	HP GT52, 75ml, yellow	2	300.00	600.00
126	cart	TONER, PHOTOCOPIER, CANON NPG-59, black	5	5,000.00	25,000.00
127	cart	TONER, HP LASERJET, P10006 53A	5	3,500.00	17,500.00
128	piece	MOUSE PAD	1	40.00	40.00
129	unit	UNINTERRUPTIBLE POWER SUPPLY, 1000 VA	1	3,000.00	3,000.00
130	piece	EXTENSION CORD, 4 holes, 10m	1	350.00	350.00
131	piece	EXTENSION CORD, 2 holes, 8m	1	165.00	165.00
132	unit	DIGITAL VOICE RECORDER	1	7,500.00	7,500.00
133	unit	PRINTER, MULTI-FUNCTION, scan/copier(leagl)	4	14,750.00	59,000.00
134	unit	PRINTER, MULTI-FUNCTION, scan/copier	2	10,000.00	20,000.00
135	unit	Desktop Monitor, 19"	1	6,000.00	6,000.00
136	unit	LAPTOP, i7, RAM 16GB, 512GB SSD, 2GB Graphics Card, 15.6" Display, Windows 10	3	60,000.00	180,000.00
137	piece	DRONE BATTERY for DJI Mavic 2 Zoom	1	8,000.00	8,000.00
138	piece	DRONE BAG for Mavic 2 Zoom	1	3,000.00	3,000.00
TOTAL					393,279.00

LOT 2

393,279.00

LOT 3 - OFFICE EQUIPMENTS & FURNITURES

D. OFFICE EQUIPMENTS & FURNITURES

139	unit	ELECTRIC FAN, ORBIT type, ceiling, metal blade	1	1,500.00	1,500.00
140	unit	ELECTRIC FAN, STAND type, plastic blade	4	1,000.00	4,000.00
141	piece	LINEAR TUBE, LED, 18 watts	2	350.00	700.00
142	piece	MONOBLOC CHAIR, beige	25	400.00	10,000.00
143	piece	MONOBLOC TABLE, beige	2	1,600.00	3,200.00
144	piece	LATERAL FILE CABINET, steel, 3 layers	1	11,500.00	11,500.00

145	piece	LATERAL FILE CABINET, steel, 4 layers	3	15,000.00	45,000.00
146	piece	DESK TRAY, metal, 3 layers	2	800.00	1,600.00
147	piece	OFFICE CHAIR, swivel, high back	2	8,000.00	16,000.00
148	piece	OFFICE CHAIR, swivel	6	3,000.00	18,000.00
149	piece	OFFICE TABLE, wooden, with drawerS	2	4,500.00	9,000.00
150	piece	LONG CHAIR/SOFA, 3-4 SEATERS,BAMBOO	1	2,000.00	2,000.00
SUB-TOTAL					122,500.00
E. SOUND SYSTEM					
	SET :	SOUND SYSTEM w/ musical instruments :			
151	pair	Speaker 1500watts power output x2	1	6,500.00	6,500.00
152	pair	Speaker 2000watts power output x2	1	8,500.00	8,500.00
153	unit	Mixer amplifier 2000watts power output x2	1	7,000.00	7,000.00
154	unit	Mixer (8 input channels mixer, 100-240 volts, bluetooth)	1	7,000.00	7,000.00
155	set	Wireless microphone (1 receiver, 2 mic)	1	3,000.00	3,000.00
156	pc	Wired microphone	2	2,000.00	4,000.00
157	pc	Portable speaker w/ wireless mic	1	7,000.00	7,000.00
158	pc	CD/DVD/VCD player	1	2,000.00	2,000.00
159	pc	Acoustic/electric guitar (6 strings, 4 strings, wood)	1	7,500.00	7,500.00
160	pc	Bass guitar (electric, 4 strings, wood)	1	4,500.00	4,500.00
161	pc	Guitar cables	2	650.00	1,300.00
162	pc	Guitar strap	2	250.00	500.00
163	pc	Guitar stand (metal)	2	600.00	1,200.00
164	set	Drum set (Bass drum 22", Floor tom 16", Toms 12" & 13", Snare drum 14", equipped with Remo drum heads, includes Cymbal stand, Snare stand, Hi-hat stand, Drum throne, Drumstick)	1	20,000.00	20,000.00
SUB-TOTAL					80,000.00
LOT 3					202,500.00
GRAND TOTAL					822,923.00

Section VII. Technical Specifications

Item No.	Unit	Item Description	STATEMENT OF COMPLIANCE
LOT 1 - OFFICE SUPPLIES			
A. COMMON OFFICE SUPPLIES			
1	can	INSECTICIDE, aerosol type, 600ml	COMPLY
2	bottle	ALCOHOL, ETHYL, 68%-72%, 500ml	COMPLY
3	bottle	ALCOHOL, ISOPROPYL, 68%-72%, 500ml	COMPLY
4	gallon	ALCOHOL, ISOPROPYL, 68%-72%, 1 gallon	COMPLY
5	pack	CARTOLINA, assorted colors, 78gsm min	COMPLY
6	pad	NOTE PAD, stick on, 2" x 3"	COMPLY
7	pad	NOTE PAD, stick on, 3"x3"	COMPLY
8	pad	NOTE PAD, stick on, 3" x 4"	COMPLY
9	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	COMPLY
10	ream	PAPER, MULTICOPY, legal, 80gsm	COMPLY
11	ream	PAPER, MULTI-PURPOSE, A4, 70gsm	COMPLY
12	ream	PAPER, MULTI-PURPOSE, legal, 70gsm	COMPLY
13	book	RECORD BOOK, 300 pages, 214mmX278mm	COMPLY
14	book	RECORD BOOK, 500 pages, 214mmX278mm	COMPLY
15	book	RECORD BOOK, 500 pages, 8.5"x11"	COMPLY
16	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled, 12/pack	COMPLY
17	pack	TISSUE, interfolded paper towel	COMPLY
18	pack	TOILET TISSUE PAPER, interfolded paper towel	COMPLY
19	pack	BATTERY, dry cell, size AA	COMPLY
20	jar	GLUE, all purpose, 200g min	COMPLY
21	roll	TAPE, PACKAGING, 48mm	COMPLY
22	roll	TAPE, TRANSPARENT, 48mm	COMPLY
23	roll	TAPE, DOUBLE-SIDED, 1"	COMPLY
24	roll	TAPE, DOUBLE-SIDED, 1/2"	COMPLY
25	roll	DUCT TAPE, 48mm	COMPLY
26	box	CLIP, backfold, all metal, clamping: 19mm	COMPLY

27	box	CLIP, backfold, all metal, clamping: 25mm	COMPLY
28	box	CLIP, backfold, all metal, clamping: 32mm	COMPLY
29	box	CLIP, backfold, all metal, clamping: 50mm	COMPLY
30	piece	CORRECTION TAPE, 8m	COMPLY
31	piece	DATA FILE BOX, made of chipboard, closed ends	COMPLY
32	box	ENVELOPE, documentary, A4	COMPLY
33	piece	ENVELOPE, documentary, A4	COMPLY
34	box	ENVELOPE, documentary, for legal size documents	COMPLY
35	piece	ENVELOPE, documentary, for legal size documents	COMPLY
36	piece	ENVELOPE, expanding, plastic, 0.50mm thickness	COMPLY
37	box	FASTENER, metal, non-sharp edges	COMPLY
38	box	FASTENER, plastic, 7cm, 50sets/box	COMPLY
39	box	FASTENER, plastic, long (70mm)	COMPLY
40	piece	FILE ORGANIZER, expanding, plastic, legal, 12 pockets	COMPLY
41	bundle	FOLDER, FANCY, with slide, RED color, for legal size documents	COMPLY
42	box	FOLDER, PRESSBOARD, red, for legal size documents	COMPLY
43	piece	FOLDER, PRESSBOARD, red, for legal size documents	COMPLY
44	pack	FOLDER, TAGBOARD, A4, 100pcs/pack	COMPLY
45	pack	FOLDER, TAGBOARD, legal, 100pcs/pack	COMPLY
46	set	MARKER, FLOURESCENT, 3 assorted colors/set	COMPLY
47	piece	MARKER, WHITEBOARD, black	COMPLY
48	piece	MARKER, WHITEBOARD, blue	COMPLY
49	piece	MARKER, PERMANENT, bullet type, black	COMPLY
50	piece	MARKER, PERMANENT, broad tip, black	COMPLY
51	box	PAPER CLIP, vinyl/plastic coated, 33mm	COMPLY
52	box	PAPER CLIP, vinyl/plastic coated, 50mm	COMPLY
53	box	PENCIL, lead, with eraser, wood-cased	COMPLY
54	bundle	RING BINDER, plastic, 32mm (DBM Price)	COMPLY
55	box	RUBBER BAND, No. 18	COMPLY
56	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm	COMPLY
57	bottle	INK, for stamp pad	COMPLY
58	tube	CUTTER BLADE, for general purpose cutter	COMPLY

59	piece	CUTTER KNIFE, for gen purpose	COMPLY
60	piece	PENCIL SHARPENER, manual, single cutter head	COMPLY
61	piece	PUNCHER, paper, heavy duty, with 2 hole guides	COMPLY
62	pair	SCISSORS, symmetrical, blade length: 65mm	COMPLY
63	piece	STAPLER, standard type	COMPLY
64	piece	STAPLER, heavy duty	COMPLY
65	box	STAPLE WIRE, standard, 26/6, #35	COMPLY
66	piece	STAPLE REMOVER, plier type	COMPLY
67	piece	STAPLE REMOVER, jaw type	COMPLY
68	unit	CALCULATOR, compact	COMPLY
69	piece	PHILIPPINE NATIONAL FLAG, 100% polyester	COMPLY
70	piece	ERASER, plastic/rubber, for pencil draft/writing	COMPLY
71	piece	SIGN PEN, 0.5, black	COMPLY
72	piece	SIGN PEN, blue, 0.5	COMPLY
73	piece	SIGN PEN, red, 0.5	COMPLY
74	box	BALLPEN, 0.5, black, quality, 100/box	COMPLY
75	box	CRAYONS, 16's	COMPLY
76	set	COLOR PEN, 10s	COMPLY
77	bottle	WHITE FLOWER, 20ml	COMPLY
78	box	DISPOSABLE FACE MASK, 3-ply	COMPLY
79	box	Disposable Face Mask, hygenic, foldable, surgical style @50s	COMPLY
80	piece	HUMIDIFIER	COMPLY
81	book	LOCAL CODE HANDBOOK, (RA7160)	COMPLY
82	roll	YARN, white	COMPLY
83	piece	CERTIFICATE HOLDER, for A4 size certificate	COMPLY
84	pack	SPECIALTY PAPER, white, A4, certificate	COMPLY
85	pack	SPECIALTY PAPER, white, A4, 200gsm, 100's	COMPLY
86	pack	SPECIALTY BOARD PAPER, A4, white, no texture	COMPLY
87	pack	SPECIALTY BOARD PAPER, cream, A4	COMPLY
88	pack	PHOTOPAPER, GLOSSY, A4	COMPLY
89	pack	GLOSSY INKJET PAPER, white, matte, A4, 20 sheets/pack	COMPLY
90	roll	THERMAL PAPER, 55gsm, 1/2 core, 216mmX30m	COMPLY

91	pack	COLORED PAPER, A4, assorted colors	COMPLY
92	box	Pay Envelope, brown, 4"x7.5", 500pcs/box	COMPLY
B. JANITORIAL SUPPLIES			COMPLY
93	piece	BROOM, soft, tambo	COMPLY
94	piece	BROOM, stick, ting-ting	COMPLY
95	bottle	CLEANER, toilet, bowl and urinal, 900ml to 1000ml	COMPLY
96	can	CLEANSER, scouring powder, 350g	COMPLY
97	piece	DETERGENT BAR, 140g	COMPLY
98	pack	DETERGENT POWDER, all-purpose, 1kg	COMPLY
99	bottle	LIQUID HAND SOAP, 500ml	COMPLY
100	can	FURNITURE CLEANER, aerosol type, 300ml	COMPLY
101	unit	MOP BUCKET, heavy duty, hard plastic	COMPLY
102	bundle	RAGS, all cotton, 32pcs/kg	COMPLY
103	pack	SCOURING PAD, synthetic nylon, 140 x 220mm	COMPLY
LOT 2 - IT CONSUMMABLES AND EQUIPMENTS			
C. IT CONSUMMABLES & EQUIPMENTS			COMPLY
104	piece	USB FLASH DRIVE, 16 GB	COMPLY
105	piece	FLASH DRIVE, 64GB capacity	COMPLY
106	piece	EXTERNAL HARD DRIVE, 1 TB	COMPLY
107	unit	MOUSE, OPTICAL, USB connection type	COMPLY
108	cart	INK CART, CANON CL-811, colored	COMPLY
109	cart	INK CART, CANON PG-810, black	COMPLY
110	cart	INK CART, EPSON T6641, black	COMPLY
111	cart	INK CART, EPSON T6642, cyan	COMPLY
112	cart	INK CART, EPSON T6643, magenta	COMPLY
113	cart	INK CART, EPSON T6644, yellow	COMPLY
114	cart	INK, EPSON, 003, black	COMPLY
115	cart	INK, EPSON, 003, cyan	COMPLY
116	cart	INK, EPSON, 003, magenta	COMPLY
117	cart	INK, EPSON, 003, yellow	COMPLY
118	cart	INK, HP DESKJET GT 5810 Refill (GT 53 black) 90ml	COMPLY
119	cart	INK, HP DESKJET GT 5810 Refill (GT 53 cyan) 90ml	COMPLY
120	cart	INK, HP DESKJET GT 5810 Refill (GT 53 magenta) 90ml	COMPLY

121	cart	INK, HP DESKJET GT 5810 Refill (GT 53 yellow) 90ml	COMPLY
122	cart	HP GT51, 135ml, black	COMPLY
123	cart	HP GT52, 75ml, cyan	COMPLY
124	cart	HP GT52, 75ml, magenta	COMPLY
125	cart	HP GT52, 75ml, yellow	COMPLY
126	cart	TONER, PHOTOCOPIER, CANON NPG-59, black	COMPLY
127	cart	TONER, HP LASERJET, P10006 53A	COMPLY
128	piece	MOUSE PAD	COMPLY
129	unit	UNINTERRUPTIBLE POWER SUPPLY, 1000 VA	COMPLY
130	piece	EXTENSION CORD, 4 holes, 10m	COMPLY
131	piece	EXTENSION CORD, 2 holes, 8m	COMPLY
132	unit	DIGITAL VOICE RECORDER	COMPLY
133	unit	PRINTER, MULTI-FUNCTION, scan/copier(leagl)	COMPLY
134	unit	PRINTER, MULTI-FUNCTION, scan/copier	COMPLY
135	unit	Desktop Monitor, 19"	COMPLY
136	unit	LAPTOP, i7, RAM 16GB, 512GB SSD, 2GB Graphics Card, 15.6" Display, Windows 10	COMPLY
137	piece	DRONE BATTERY for DJI Mavic 2 Zoom	COMPLY
138	piece	DRONE BAG for Mavic 2 Zoom	COMPLY
TOTAL			COMPLY
LOT 2			COMPLY
LOT 3 - OFFICE EQUIPMENTS & FURNITURES			
D. OFFICE EQUIPMENTS & FURNITURES			
139	unit	ELECTRIC FAN, ORBIT type, ceiling, metal blade	COMPLY
140	unit	ELECTRIC FAN, STAND type, plastic blade	COMPLY
141	piece	LINEAR TUBE, LED, 18 watts	COMPLY
142	piece	MONOBLOC CHAIR, beige	COMPLY
143	piece	MONOBLOC TABLE, beige	COMPLY
144	piece	LATERAL FILE CABINET, steel, 3 layers	COMPLY
145	piece	LATERAL FILE CABINET, steel, 4 layers	COMPLY
146	piece	DESK TRAY, metal, 3 layers	COMPLY
147	piece	OFFICE CHAIR, swivel, high back	COMPLY

148	piece	OFFICE CHAIR, swivel	COMPLY
149	piece	OFFICE TABLE, wooden, with drawerS	COMPLY
150	piece	LONG CHAIR/SOFA, 3-4 SEATERS,BAMBOO	COMPLY
SUB-TOTAL			COMPLY
E. SOUND SYSTEM			COMPLY
	SET :	SOUND SYSTEM w/ musical instruments :	COMPLY
151	pair	Speaker 1500watts power output x2	COMPLY
152	pair	Speaker 2000watts power output x2	COMPLY
153	unit	Mixer amplifier 2000watts power output x2	COMPLY
154	unit	Mixer (8 input channels mixer, 100-240 volts, bluetooth)	COMPLY
155	set	Wireless microphone (1 receiver, 2 mic)	COMPLY
156	pc	Wired microphone	COMPLY
157	pc	Portable speaker w/ wireless mic	COMPLY
158	pc	CD/DVD/VCD player	COMPLY
159	pc	Acoustic/electric guitar (6 strings, 4 strings, wood)	COMPLY
160	pc	Bass guitar (electric, 4 strings, wood)	COMPLY
161	pc	Guitar cables	COMPLY
162	pc	Guitar strap	COMPLY
163	pc	Guitar stand (metal)	COMPLY
164	set	Drum set (Bass drum 22", Floor tom 16", Toms 12" & 13", Snare drum 14", equipped with Remo drum heads, includes Cymbal stand, Snare stand, Hi-hat stand, Drum throne, Drumstick)	COMPLY

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.

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

