



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



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENTS PB No. 2024G-01

Lidlidda Municipal Hall, Lidlidda, Ilocos Sur

Pre-Bid Conference:
Not needed

BID SUBMISSION:
April 11, 2024 @ 1:30pm

BID OPENING:
April 11, 2024 @ 2:00 pm

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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

SUPPLY AND DELIVERY OF VARIOUS OFFICES SUPPLIES AND EQUIPMENTS PB No. 2024G-01

1. The *Local Government Unit of Lidlidda*, through the *General Fund / 5% MDRRM and Trust Fund (MADAC)* wishes to apply the sum of *Seven Hundred Eighty One Thousand Nine Hundred Forty Five Pesos & 95/100 (P 781,945.95)* being the ABC to payments under the contract for the *Supply and Delivery of Various Office Supplies and Equipments - under PB No. 2024G-01*. **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 **30 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 Lidlidda 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 **April 3, 2024 – 1:00 pm of April 11, 2024** 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 One Thousand Pesos (P 1,000.00) only.*

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



5. The ***Municipality of Lidlidda*** will no longer hold a Pre-Bid Conference¹ since the ABC is below One Million Pesos (P 1,000,000.00). However, inquiries and clarifications shall be opened to prospective bidders anytime at the Office of the BAC.
6. 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 April 11, 2024. Late bids shall not be accepted.**
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **2:00 pm of April 11, 2024** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. 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.
10. 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

11. You may visit the following websites:
For downloading of Bidding Documents: ***PHILGEPS PORTAL, lidlidda.gov.ph,***
FB Page : LGU LIDLIDDA PROCUREMENT ACTIVITIES

[If applicable] For online bid submission: Manual Submission is preferred..

April 1, 2024

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 ***SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND EQUIPMENTS***, with identification number ***2024G-01***.

The Procurement Project (referred to herein as “Project”) is composed of ***One (1) lot*** 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/ 5% LDRRM FUND and TRUST FUND (MADAC) in the amount of ***Seven Hundred Eighty One Thousand Nine Hundred Forty Five Pesos & 95/100 (P 781,945.95)***.

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:
 - 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.
- 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:

- 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**.
- 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

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.

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 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

20.1. 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	For this purpose, contracts similar to the Project shall be: a. Various Office Supplies and equipments b. Completed within 2 YEARS prior to the deadline for the submission and receipt of bids.
7.1	<i>N/A</i>
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	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 <i>Fifteen Thousand Six Hundred Thirty Eight Pesos & 92/100 (P 15,638.92)</i> , (2% of ABC), 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 <i>Thirty Nine Thousand Ninety Seven Pesos & 30/100 (P 39,097.30)</i> , (5% of ABC] if bid security is in Surety Bond.
19.3	<i>n/a</i>
20.2	<i>n/a</i>
21.2	<i>n/a</i>

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 ALEXANDER AGUIRRE 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>
	<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>
2.2	<p>The inspections and tests that will be conducted are: Quantity, specifications, expiration dates, Kilograms, functions</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.

****Delivery date: within 30 calendar days upon receipt of the Notice to Proceed.

Item No.	Unit	Item Description	Quantity	UNIT COST	Total Cost
1	Bottle	Alcohol, Ethyl, 500ml	88	56.06	4,932.93
2	Gallon	Alcohol, Ethyl, 1 gallon	1	496.50	496.50
3	piece	Sign Pen, Extra Fine Tip, Black	32	28.60	915.20
4	piece	Sign Pen, Fine Tip, Black	30	49.19	1,475.76
5	piece	Sign Pen, Medium Tip, Black	107	62.92	6,732.44
6	piece	Sign Pen, Extra Fine Tip, Red	10	28.60	286.00
7	pack	Battery, Dry Cell, size AA	5	24.02	120.12
8	pack	Battery, Dry Cell, size AAA	5	21.74	108.68
9	can	Air Freshener, aerosol type	14	96.10	1,345.34
10	piece	Broom (Walis Tambo)	3	140.71	422.14
11	piece	Broom (Walis Tingting)	2	26.31	52.62
12	Bottle	Cleaner, Toilet Bowl and Urinal	3	49.19	147.58
13	bar	Detergent Bar	2	10.30	20.59
14	pouch	Detergent Powder, All Purpose 500gms	3	97.24	291.72
15	can	Disinfectant Spray 500ml	10	165.88	1,658.80
16	piece	Dust Pan, non-rigid, plastic	3	51.48	154.44
17	Bottle	Hand Soap, Liquid 250ml	6	47.25	283.47
18	kilo	Rags	2	62.92	125.84
19	pack	Scouring Pad	2	98.38	196.77
20	pack/roll	TrashBag, XXL size	10	143.00	1,430.00
21	pack/roll	Trashbag, Large size, Black	15	65.21	978.12
22	pack/roll	Trashbag, XL Size	10	101.82	1,018.16
23	Roll	Trashbag, Medium size, Black	10	102.92	1,029.16
24	piece	Wastebasket	3	48.05	144.14
25	Bottle	Ink, for Stamp pad	2	34.32	68.64
26	Unit	Electric Fan, stand type	5	1,107.39	5,536.96
27	Unit	Desktop, for mid range users	1	42,390.40	42,390.40
28	Unit	Laptop, 15.6, Core i5	2	42,380.00	84,760.00
29	unit	Laptop, 15.6, Core i7, SSD 512 gb	2	60,000.00	120,000.00
30	Unit	Computer mouse, wireless	1	186.47	186.47

31	jar	Glue, all-purpose	3	233.38	700.13
32	box	Staple Wire, Standard	6	26.14	156.82
33	roll	Tape, Electrical	5	21.40	106.98
34	roll	Tape, masking, 24mm	5	68.07	340.34
35	roll	Tape,masking, 48mm	2	133.28	266.55
36	roll	Tape, transparent, 24mm	12	12.58	151.01
37	roll	Tape, transparent, 48mm	43	26.31	1,131.42
38	tube	BLADE, for general purposes cutter/utility knife	3	17.60	52.80
39	Unit	BINDING AND PUNCHING MACHINE	1	11,115.10	11,115.10
40	Unit	Calculator, compact	4	315.74	1,262.98
41	box	CLIP, Backfold,19mm	7	10.30	72.07
42	box	CLIP, Backfold, 25mm	12	17.16	205.92
43	box	CLIP, Backfold, 32mm	2	29.74	59.49
44	box	CLIP, Backfold, 50mm	12	66.35	796.22
45	piece	Correction Tape	89	12.68	1,128.79
46	piece	Cutter/Utility Knife, for general purposes	7	34.89	244.24
47	piece	DATA File Box	23	84.92	1,953.16
48	piece	DATA Folder, Red	5	75.50	377.52
49	box	Envelope, Documentary, A4	3	924.35	2,773.06
50	box	Envelope, Documentary, Legal	2	1,186.33	2,372.66
51	box	Envelope, Mailing	2	513.66	1,027.31
52	box	Fastener,METAL, non sharp edges	16	104.10	1,665.66
53	box	Folder, Fancy with slide, legal	1	339.77	339.77
54	pack	Folder, L-Type, A4, 50s	1	206.29	206.29
55	pack	Folder, l-TYPE, Legal	5	262.43	1,312.14
56	pack	Folder, Pressboard, legal	1	1,047.90	1,047.90
57	pack	Folder with tab, A4	2	427.86	855.71
58	pack	Folder with tab, Legal	2	470.18	940.37
59	piece	Marker, Permanent, Black, bullet type	25	17.16	429.00
60	piece	Marker, Permanent, Black, broad type	5	44.00	220.00
61	piece	Marker, Permanent, Red	12	17.16	205.92
62	box	Paperclip, vinyl/plastic coated, 33mm	20	10.30	205.92
63	box	Paperclip, vinyl/plastic coated, jumbo, 50mm	38	26.31	999.86
64	Unit	Paper Shredder	1	6,269.12	6,269.12
65	box	Pencil, lead,/graphite, with eraser	5	45.76	228.80
66	piece	Pencil Sharpener	1	234.52	234.52

67	piece	Puncher, paper, heavy duty	4	178.46	713.86
68	box	Rubber band No. 18	1	181.90	181.90
69	pair	Scissors, symmetrical/assymetrical	5	45.76	228.80
70	piece	Stapler, standard type	1	160.16	160.16
71	pack	Cartolina, assorted colors	2	99.53	199.06
72	pad	Notepad, stick-on,50mm x 76mm	18	43.47	782.50
73	pad	Notepad, stick-on, 76mm x 100 mm	8	69.78	558.27
74	pd	Notepad, stick-on, 76mm x 76 mm	3	66.35	199.06
75	piece	Steno Notebook	5	26.31	131.56
76	ream	Paper, multicopy, A4, 70gsm	157	197.91	31,072.18
77	ream	Paper, multicopy, Legal, 70gsm	97	232.23	22,526.50
78	ream	Paper, multipurpose, A4	47	179.61	8,441.58
79	ream	Paper, multipurpose, Legal	34	203.63	6,923.49
80	book	Record book, 300 pages	19	80.08	1,521.52
81	book	Record book, 500 pages	10	115.54	1,155.44
82	pack	Tissue, interfolded paper towel	20	32.03	640.64
83	pack	Toilet tissue paper, 2 ply,12s	88	110.97	9,765.18
84	Bottle	Ink, Epson T6641, black	21	255.09	5,356.89
85	Bottle	Ink, Epson, T6642, Cyan	14	266.42	3,729.88
86	Bottle	Ink, Epson, T6643, Magenta	14	266.42	3,729.88
87	Bottle	Ink, Epson, T6644, Yellow	14	266.42	3,729.88
88	piece	Ballpen, Black, .5	188	11.00	2,068.00
89	roll	Double Sided Tape	30	55.00	1,650.00
90	piece	Certificate Holder, A4	70	44.00	3,080.00
91	box	Fastener, Plastic	7	44.00	308.00
92	pack	Colored Paper, A4	12	55.00	660.00
93	unit	Executive Chair, High back, with wheels, mesh back	3	6,000.00	18,000.00
94	bottle	Ink, Epson 003, 65ml black original	63	352.00	22,176.00
95	Bottle	Ink, Epson 003, 65ml Cyan original	23	330.00	7,590.00
96	bottle	Ink, Epson 003, 65ml Magenta, Original	23	330.00	7,590.00
97	bottle	Ink, Epson 003, 65ml Cyan original	23	330.00	7,590.00
98	Unit	Professional Desk standing gooseneck microphone (for meetings/conference)	13	2,000.00	26,000.00
99	Unit	Ipad, 6 inches,16GB+512GB Tablet	12	7,000.00	84,000.00
100	piece	Certification hoder, Legal, Assorted colors	50	93.50	4,675.00
101	piece	Certification holder, A4, Assorted colors	50	86.90	4,345.00
102	piece	Frame, Document, Legal, woodenassorted colors	50	317.90	15,895.00

103	pcs	Door Padlock	2	154.00	308.00
104	bundles	Ring binders plastic, big, xl,10 pcs/bundle	2	301.40	602.80
105	set	Mop, Heavy duty, with spinner	1	1,000.00	1,000.00
106	piece	Folder, Expandable, Legal	50	33.00	1,650.00
107	Unit	Printer, 3n1	1	15,000.00	15,000.00
108	unit	Bluetooth speaker with 2 pcs chordless mike	1	10,000.00	10,000.00
109	Unit	Metal cabinet with lock, 3 Drawers,1x1 meter	1	16,000.00	16,000.00
110	pc	Heavy duty stapler with built-in staple remover, standard	4	220.00	880.00
111	pack	Expandable Folder, red, legal, pack of 100s	1	2,000.00	2,000.00
112	pack	Paper, specialty, white, A4, 10's pck	30	55.00	1,650.00
113	sets	Ink Brother BT500 (CYM) and BT60(BLK)	4	1,980.00	7,920.00
114	packs	Paperplate disposable, 50's	4	110.00	440.00
115	packs	Paper cups, disposable set,50's	4	110.00	440.00
116	packs	PVC Clear binding cover, A4, 100's	3	440.00	1,320.00
117	pc	Ink, Brother, 5000 B	5	385.00	1,925.00
118	pc	Ink, Brother, 5000 C	3	352.00	1,056.00
119	pc	Ink, Brother, 5000 M	3	352.00	1,056.00
120	pc	Ink, Brother, 5000 Y	3	352.00	1,056.00
121	pc	Ballpen, Red .5	5	11.00	55.00
122	box	Fastener, plastic, 70mm	2	82.50	165.00
123	box	Fastener, plastic, 7mm	15	110.00	1,650.00
124	packs	Folder tagboard, A4,100s	3	308.00	924.00
125	packs	Foler tagboard, legal,100s	3.5	319.00	1,116.50
126	roll	Extension cord, Universal, 5 meters, heavy duty	1	440.00	440.00
127	box	Pencil, lead, with eraser	2	55.00	110.00
128	pc	Epson Ink, 001, BLK	7	330.00	2,310.00
129	pc	Epson Ink, 001, CYAN	5	319.00	1,595.00
130	pc	Epson Ink, 001, M	5	319.00	1,595.00
131	pc	Epson Ink, 001, YELLOW	5	319.00	1,595.00
132	set	Ring binder plastic, 120cm,51mm-2	3	396.00	1,188.00
133	rolls	Tape, Duct 48mm	4	60.50	242.00
134	rolls	Yarn, Black	4	286.00	1,144.00
135	pcs	Cover-Alls, snap front cotton	2	1,650.00	3,300.00
136	pcs	Safety boots, rubber, small, medium, large	3	330.00	990.00
137	pair	Gloves, rubber, coated , assorted sizes	24	55.00	1,320.00
138	pc	Safety hat, hard	3	330.00	990.00
139	pcs	Dust Masks, N95	120	22.00	2,640.00

140	unit	Water Dispenser (Hot & Cold) with stand	1	5,500.00	5,500.00
141	rims	Bond Paper, A3	3	880.00	2,640.00
142	set	Floor Mop with Spinner	4	660.00	2,640.00
143	pc	Long Handle cleaning brush	4	165.00	660.00
144	pc	Toilet Bowl Cleaner Brush	9	88.00	792.00
145	rims	Bond Paper, Long, Subs. 24, 70gsm	30	203.50	6,105.00
146	box	Facemask , KN 95, Black	5	132.00	660.00
147	pc	HP Epson Toner No. 35 A	2	3,850.00	7,700.00
148	gallon	Alcohol , 70% solution, scented	1	187.00	187.00
149	Bottle	Liquid Hand Sanitizer, 500ml	3	110.00	330.00
150	pcs	Archfile, 2 rings, side clip, 3 inches, legal, red	2	275.00	550.00
151	pcs	Archfile, 2 rings, side clip, 2.5 inches, leagl red	2	275.00	550.00
152	pc	Laptop Battery, Dell (AR1432LH,11,1V 5200mAh)	1	2,750.00	2,750.00
153	pc	External Hard Drive, 1 TB	1	3,135.00	3,135.00
154	pcs	Ink Cart, Canon, 0671C001, Black	4	286.00	1,144.00
155	pcs	Mouse, Optical, USB Connection type	1	330.00	330.00
156	pcs	Highlighter Pen, Assorted, per pc.	5	35.20	176.00
157	pcs	Foot Rugs, Rectangle	3	55.00	165.00
158	pack	Folder White 14 pts, A4, 100s	2	550.00	1,100.00
159	pack	Folder White 14 pts, Legal, 100s	2	660.00	1,320.00
160	SET	Ink, HP Deskjet GT5810, (GT53,135ml /GT52,70ml)	6	1,283.15	7,698.90
161	set	Medical Kit (Band aid, gauze,elastic bandage, vitamins, alcohol, iodine, agua, cotton, mini bag)	15	1,466.67	22,000.01
					781,945.95

Section VII. Technical Specifications

Item No.	Unit	Item Description	STATEMENT OF COMPLIANCE
1	Bottle	Alcohol, Ethyl, 500ml	COMPLY
2	Gallon	Alcohol, Ethyl, 1 gallon	COMPLY
3	piece	Sign Pen, Extra Fine Tip, Black	COMPLY
4	piece	Sign Pen, Fine Tip, Black	COMPLY
5	piece	Sign Pen, Medium Tip, Black	COMPLY
6	piece	Sign Pen, Extra Fine Tip, Red	COMPLY

7	pack	Battery, Dry Cell, size AA	COMPLY
8	pack	Battery, Dry Cell, size AAA	COMPLY
9	can	Air Freshener, aerosol type	COMPLY
10	piece	Broom (Walis Tambo)	COMPLY
11	piece	Broom (Walis Tingting)	COMPLY
12	Bottle	Cleaner, Toilet Bowl and Urinal	COMPLY
13	bar	Detergent Bar	COMPLY
14	pouch	Detergent Powder, All Purpose	COMPLY
15	can	Disinfectant Spray	COMPLY
16	piece	Dust Pan, non-rigid, plastic	COMPLY
17	Bottle	Hand Soap, Liquid	COMPLY
18	kilo	Rags	COMPLY
19	pack	Scouring Pad	COMPLY
20	pack/roll	TrashBag, XXL size	COMPLY
21	pack/roll	Trashbag, Large size, Black	COMPLY
22	pack/roll	Trashbag, XL Size	COMPLY
23	Roll	Trashbag, Medium size, Black	COMPLY
24	piece	Wastebasket	COMPLY
25	Bottle	Ink, for Stamp pad	COMPLY
26	Unit	Electric Fan, stand type	COMPLY
27	Unit	Desktop, for mid range users	COMPLY
28	Unit	Laptop, 15.6, Core i5	COMPLY
29	unit	Laptop, 15.6, Core i7, SSD	COMPLY
30	Unit	Computer mouse, wireless	COMPLY
31	jar	Glue, all-purpose	COMPLY
32	box	Staple Wire, Standard	COMPLY
33	roll	Tape, Electrical	COMPLY
34	roll	Tape, masking, 24mm	COMPLY
35	roll	Tape,masking, 48mm	COMPLY
36	roll	Tape, transparent, 24mm	COMPLY
37	roll	Tape, transparent, 48mm	COMPLY
38	tube	BLADE, for general purposes cutter/utility knife	COMPLY
39	Unit	BINDING AND PUNCHING MACHINE	COMPLY
40	Unit	Calculator, compact	COMPLY
41	box	CLIP, Backfold,19mm	COMPLY
42	box	CLIP, Backfold, 25mm	COMPLY
43	box	CLIP, Backfold, 32mm	COMPLY
44	box	CLIP, Backfold, 50mm	COMPLY

45	piece	Correction Tape	COMPLY
46	piece	Cutter/Utility Knife, for general purposes	COMPLY
47	piece	DATA File Box	COMPLY
48	piece	DATA Folder, Red	COMPLY
49	box	Envelope, Documentary, A4	COMPLY
50	box	Envelope, Documentary, Legal	COMPLY
51	box	Envelope, Mailing	COMPLY
52	box	Fastener,METAL, non sharp edges	COMPLY
53	box	Folder, Fancy with slide, legal	COMPLY
54	pack	Folder, L-Type, A4, 50s	COMPLY
55	pack	Folder, I-TYPE, Legal	COMPLY
56	pack	Folder, Pressboard, legal	COMPLY
57	pack	Folder with tab, A4	COMPLY
58	pack	Folder with tab, Legal	COMPLY
59	piece	Marker, Permanent, Black, bullet type	COMPLY
60	piece	Marker, Permanent, Black, broad type	COMPLY
61	piece	Marker, Permanent, Red	COMPLY
62	box	Paperclip, vinyl/plastic coated, 33mm	COMPLY
63	box	Paperclip, vinyl/plastic coated, jumbo, 50mm	COMPLY
64	Unit	Paper Shredder	COMPLY
65	box	Pencil, lead,/graphite, with eraser	COMPLY
66	piece	Pencil Sharpener	COMPLY
67	piece	Puncher, paper, heavy duty	COMPLY
68	box	Rubber band No. 18	COMPLY
69	pair	Scissors, symmetrical/assymetrical	COMPLY
70	piece	Stapler, standard type	COMPLY
71	pack	Cartolina, assorted colors	COMPLY
72	pad	Notepad, stick-on,50mm x 76mm	COMPLY
73	pad	Notepad, stick-on, 76mm x 100 mm	COMPLY
74	pd	Notepad, stick-on, 76mm x 76 mm	COMPLY
75	piece	Steno Notebook	COMPLY
76	ream	Paper, multicopy, A4, 70gsm	COMPLY
77	ream	Paper, multicopy, Legal, 70gsm	COMPLY
78	ream	Paper, multipurpose, A4	COMPLY
79	ream	Paper, multipupose, Legal	COMPLY
80	book	Record book, 300 pages	COMPLY
81	book	Record book, 500 pages	COMPLY

82	pack	Tissue, interfolded paper towel	COMPLY
83	pack	Toilet tissue paper, 2 ply,12s	COMPLY
84	Bottle	Ink, Epson T6641, black	COMPLY
85	Bottle	Ink, Epson, T6642, Cyan	COMPLY
86	Bottle	Ink, Epson, T6643, Magenta	COMPLY
87	Bottle	Ink, Epson, T6644, Yellow	COMPLY
88	piece	Ballpen, Black, .5	COMPLY
89	roll	Double Sided Tape	COMPLY
90	piece	Certificate Holder, A4	COMPLY
91	box	Fastener, Plastic	COMPLY
92	pack	Colored Paper, A4	COMPLY
93	unit	Executive Chair, High back, with wheels, mesh back	COMPLY
94	bottle	Ink, Epson 003, 65ml black original	COMPLY
95	Bottle	Ink, Epson 003, 65ml Cyan original	COMPLY
96	bottle	Ink, Epson 003, 65ml Magenta, Original	COMPLY
97	bottle	Ink, Epson 003, 65ml Cyan original	COMPLY
98	Unit	Professional Desk standing gooseneck microphone (for meetings/conference)	COMPLY
99	Unit	Ipad, 6 inches,16GB+512GB Tablet	COMPLY
100	piece	Certification hoder, Legal, Assorted colors	COMPLY
101	piece	Certification holder, A4, Assorted colors	COMPLY
102	piece	Frame, Document, Legal, woodenassorted colors	COMPLY
103	pcs	Door Padlock	COMPLY
104	bundles	Ring binders plastic, big, xl,10 pcs/bundle	COMPLY
105	set	Mop, Heavy duty, with spinner	COMPLY
106	piece	Folder, Expandable, Legal	COMPLY
107	Unit	Printer, 3n1	COMPLY
108	unit	Bluetooth speaker with 2 pcs chordless mike	COMPLY
109	Unit	Metal cabinet with lock, 3 Drawers,1x1 meter	COMPLY
110	pc	Heavy duty stapler with built-in staple remover, standard	COMPLY
111	pack	Expandable Folder, red, legal, pack of 100s	COMPLY
112	pack	Paper, specialty, white, A4, 10's pck	COMPLY
113	sets	Ink Brother BT500 (CYM) and BTD60(BLK)	COMPLY
114	packs	Paperplate disposable, 50's	COMPLY
115	packs	Paper cups, disposable set,50's	COMPLY
116	packs	PVC Clear binding cover, A4, 100's	COMPLY
117	pc	Ink, Brother, 5000 B	COMPLY
118	pc	Ink, Brother, 5000 C	COMPLY

119	pc	Ink, Brother, 5000 M	COMPLY
120	pc	Ink, Brother, 5000 Y	COMPLY
121	pc	Ballpen, Red .5	COMPLY
122	box	Fastener, plastic, 70mm	COMPLY
123	box	Fastener, plastic, 7mm	COMPLY
124	packs	Folder tagboard, A4,100s	COMPLY
125	packs	Foler tagboard, legal,100s	COMPLY
126	roll	Extension cord, Universal, 5 meters, heavy duty	COMPLY
127	box	Pencil, lead, with eraser	COMPLY
128	pc	Epson Ink, 001, BLK	COMPLY
129	pc	Epson Ink, 001, CYAN	COMPLY
130	pc	Epson Ink, 001, M	COMPLY
131	pc	Epson Ink, 001, YELLOW	COMPLY
132	set	Ring binder plastic, 120cm,51mm-2	COMPLY
133	rolls	Tape, Duct 48mm	COMPLY
134	rolls	Yarn, Black	COMPLY
135	pcs	Cover-Alls, snap front cotton	COMPLY
136	pcs	Safety boots, rubber, small, medium, large	COMPLY
137	pair	Gloves, rubber, coated , assorted sizes	COMPLY
138	pc	Safety hat, hard	COMPLY
139	pcs	Dust Masks, N95	COMPLY
140	unit	Water Dispenser (Hot & Cold) with stand	COMPLY
141	rims	Bond Paper, A3	COMPLY
142	set	Floor Mop with Spinner	COMPLY
143	pc	Long Handle cleaning brush	COMPLY
144	pc	Toilet Bowl Cleaner Brush	COMPLY
145	rims	Bond Paper, Long, Subs. 24, 70gsm	COMPLY
146	box	Facemask , KN 95, Black	COMPLY
147	pc	HP Epson Toner No. 35 A	COMPLY
148	gallon	Alcohol , 70% solution, scented	COMPLY
149	Bottle	Liquid Hand Sanitizer, 500ml	COMPLY
150	pcs	Archfile, 2 rings, side clip, 3 inches, legal, red	COMPLY
151	pcs	Archfile, 2 rings, side clip, 2.5 inches, leagl red	COMPLY
152	pc	Laptop Battery, Dell (AR1432LH,11,1V 5200mAh)	COMPLY
153	pc	External Hard Drive, 1 TB	COMPLY
154	pcs	Ink Cart, Canon, 0671C001, Black	COMPLY
155	pcs	Mouse, Optical, USB Connection type	COMPLY
156	pcs	Highlighter Pen, Assorted, per pc.	COMPLY

157	pcs	Foot Rugs, Rectangle	COMPLY
158	pack	Folder White 14 pts, A4, 100s	COMPLY
159	pack	Folder White 14 pts, Legal, 100s	COMPLY
160	SET	Ink, HP Deskjet GT5810, (GT53,135ml /GT52,70ml)	COMPLY
161	set	Medical Kit (Band aid, gauze,elastic bandage, vitamins, alcohol, iodine, agua, cotton, mini bag)	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 as required under Item 20.2 of Section III Bid Data Sheet.

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).

