

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF OFFICE SUPPLIES/MATERIALS NOT AVAILABLE AT DBM-PS (1ST and 2nd Quarter 2024) (GOODS05-01-2024CN)

Government of the Republic of the Philippines



**Sixth Edition
January 2024**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid	6
Section II. Instructions to Bidders	10
1. Scope of Bid.....	11
2. Funding Information	11
3. Bidding Requirements.....	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders.....	11
6. Origin of Goods	12
7. Subcontracts.....	12
8. Pre-Bid Conference.....	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components.....	13
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	14
13. Bid and Payment Currencies.....	14
14. Bid Security.....	14
15. Sealing and Marking of Bids	15
16. Deadline for Submission of Bids	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	16
21. Signing of the Contract.....	16
Section III. Bid Data Sheet.....	17
Section IV. General Conditions of Contract	19
1. Scope of Contract.....	20
2. Advance Payment and Terms of Payment	20
3. Performance Security.....	20
4. Inspection and Tests.....	20
5. Warranty.....	21
6. Liability of the Supplier	21
Section V. Special Conditions of Contract	22
Section VI. Schedule of Requirements.....	27
Section VII. Technical Specifications	32
Section VIII. Checklist of Technical and Financial Documents.....	38

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – **Government** Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines

Department of Education
Region V _ Bicol

SCHOOLS DIVISION OFFICE
Camarines Norte



**INVITATION TO BID FOR THE PROCUREMENT OF PROCUREMENT OF OFFICE
SUPPLIES/MATERIALS NOT AVAILABLE AT DBM-PS (1ST and 2ND
QUARTER 2024)
(GOODS05-01-2024CN)**

1. The Department of Education (DepEd)-Division of Camarines Norte, through the 2024 Government Appropriations Act (GAA) intends to apply the amount of Seven Hundred Forty Two Thousand Four Hundred Four Pesos and Forty-Six Centavos Only (₱ 742,404.46) being the Approved Budget for the Contract to payments under the contract for the Procurement of Office Supplies/Materials Not Available at DBM-PS (1st and 2nd Quarter 2024). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Education (DepEd)-Division of Camarines Norte now invites bids for the above Procurement Project. Delivery of the Goods is required within 15 calendar days from the receipt of the notice to proceed by the supplier. Bidders should have completed, within the last ten (10) 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 nondiscretionary “*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 Department of Education (DepEd)-Division of Camarines Norte, F. Pimentel Ave., Daet, Camarines Norte and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on January 25, 2024 to February 2, 2024 before ten thirty in the morning (10:30 am) 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 Only (₱ 1,000.00) at the Division Cashier Office or

through online payment. For those who opt to pay online, they shall present proof of payment (e.g. Deposit Slip) to the same office for the issuance of Official Receipt.

It may also be downloaded, free of charge, from the website of the Philippine Government Electronic System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The DepEd-Division of Camarines Norte will no longer hold a Pre-Bid Conference.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before February 2, 2024, ten thirty in the morning (10:30 am). 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 ten thirty in the morning (10:30 am) of February 2, 2024, at Division BAC Office, DepEd-Schools Division Office of Camarines Norte, F. Pimentel Ave., Brgy. II Daet, Camarines Norte. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Bid opening is also accessible online through videoconferencing in the following details:

App : Microsoft Teams
Time: 10:30 AM
Link : <https://bit.ly/3S5rpRc>

10. The DepEd-Division of Camarines Norte 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:
Antonio C. Ahmad or Mrs. Herbie B. De Lemios
Department of Education-Division of Camarines Norte
F. Pimentel Avenue, Barangay II, Daet, Camarines Norte
Cellphone Number: 09196626620
Cellphone Number: 09381854118
Website: <http://depedcamnorte.ph/w>

12. You may visit the following websites:

For downloading of Bidding Documents: <http://depedcamnorte.ph/w>

January 23, 2023

(Sgd.) ANTONIO C. AHMAD
BAC Chairman – Goods and Services

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DepEd-Division of Camarines Norte wishes to receive Bids for the Procurement of Office Supplies/Materials Not Available at DBM-PS (1st & 2nd Quarter 2024), with identification number GOODS05-01-2024CN.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot item, 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 FY 2024 in the amount of Seven Hundred Forty Two Thousand Four Hundred Four Pesos and Forty-Six Centavos Only (₱ 742,404.46).

2.2. The source of funding is the General Appropriation Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

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

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

SLCC – 185,601.12

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 Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will no longer hold a pre-bid conference for this Project.

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

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

15. Sealing and Marking of Bids

The 2-envelope system will be adopted during the opening of bids wherein bidders are required to submit in a separate envelope, preferably with table of contents and document tabbing, their Technical Component Envelope and the Financial Component Envelope but the same should be in three (3) copies – 1 original, copy 1 and copy 2 and all are sealed in a mother envelope.

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.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project and shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

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> <ul style="list-style-type: none"> a. Refers to office supplies and materials. b. completed within 10 years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP with the place of destination in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than ₱ 14,848.09, 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 ₱ 37,120.22 if bid security is in Surety Bond.
19.3	No further instructions.
21.2	No additional requirements.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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 abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to SDO Camarines Norte Eco-Athletic Field, F. Pimentel Ave, Daet, Camarines Norte. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered SDO Camarines Norte Eco-Athletic Field, F. Pimentel Ave, Daet, Camarines Norte. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>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:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

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:

Select appropriate requirements and delete the rest.

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

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

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

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

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <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>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Total Quantity	Unit	Delivery Period
1	Acrylic Stand/Acrylic Stand	2	Pcs	15 calendar days from the receipt of notice to proceed
2	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size, 3 inches, horizontal, blue	10	Pcs	
3	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size 3 inches vertical, blue	10	Pcs	
4	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size, 3 inches, vertical, red	35	pcs	
5	Ballpen/blue, 0.5mm	501	Pcs	
6	Ballpen/green, 0.5mm	101	Pcs	
7	Ballpen/black, 0.5mm	426	Pcs	
8	Ballpen/red, 0.5mm	119	Pcs	
9	Bookends/Metal	15	Pcs	
10	Cardboard File Box Storage Shelf Organizer with Lid/Cover/ 39.4 x 31 x 25 4cm) black & blue	5	Pcs	
11	Cardboard File Box Storage Shelf Organizer with Lid/Cover/ 39.4 x 31 x 25.4cm) blue	20	Pcs	
12	Cardboard File Box Storage Shelf Organizer with Lid/Cover/(39.4 x 31 x 25.4cm various colors	35	Pcs	
13	Centennial Paper/long, modern, ivory (HR use)	1,000	Pack	
14	Certificate Frame/A4 assorted colors	60	Pcs	
15	Certificate Frame/long, assorted colors	40	Pcs	
16	Certificate Frame/short, assorted colors	50	Pcs	
17	Certificate Frame/A4 brown	50	Pcs	
18	Certificate Holder/A4, assorted colors	115	Pcs	
19	Certificate Holder/A4, blue	50	Pcs	
20	Certificate Holder/long, assorted colors	70	Pcs	
21	Certificate Holder/short, assorted colors	110	Pcs	
22	Clear Book File folder/'Long Size 35 x 24 cm, blue	47	Pcs	
23	CLEAR FOLDER/LONG (9.2 x 13.2 inches) (assorted colors)	25	pcs	

24	Colored Paper/A4, assorted colors 500shccts	12	Pack	15 calendar days from the receipt of notice to proceed
25	Colored Paper/long, assorted colors 500sheets	12	Pack	
26	Colored Plastic Document Envelope Expandable/Long Zipper Lock with Handle	76	Pcs	
27	Cutter Blade/big	1	Tube	
28	Data File Box/black	26	Pcs	
29	Data File Box/blue	44	Pcs	
30	Data File Box/green	20	pcs	
31	Data File Box/red	20	Pcs	
32	Data File Box/royal blue	24	Pcs	
33	Desk Tray/4 tier, metals black	5	Pcs	
34	Double Adhesive Tape/26mm	84	Roll	
35	Double Sided Adhesive Tape Roller/6m x 6mm	12	Roll	
36	Double Sided Tape/18mm	78	Roll	
37	Folder Ordinary/long, (green, yellow, pink, blue, orange, red)	120	Pcs	
38	Glue/40 ml	27	Jar	
39	Ink stamp pad/black	22	Bottle	
40	Ink stamp pad/blue	8	Bottle	
41	Ink stamp pad/green	2	Bottle	
42	Ink stamp pad/purple	17	Bottle	
43	Ink, Permanent Marker/black	24	Bottle	
44	Ink, Permanent Marker/blue	20	Bottle	
45	Ink, Permanent Marker/red	19	Boule	
46	Ink, Whiteboard Marker/blue	10	Bottle	
47	Ink, Whiteboard Marker/black	5	Bottle	
48	Ink, Whiteboard Marker/red	5	Bottle	
49	Laid Paper/A4, 200gsm, (100 pcs), cream	7	Ream	
50	Laid Paper/long, 200gsm, (100 pcs), cream	7	Ream	
51	Magnifying Glass/Magnifying Glass	6	Pcs	
52	Mesh Pencil Holder/Mesh Pencil Holder	5	Pcs	
53	Paper Cutter/Retractable	5	Pcs	
54	Paper Cutter/Wood Based	1	Pcs	
55	Paper Fastener/long, metal	38	Box	
56	Paper Fastener/long, plastic	31	Box	
57	Paste/Waterwell	14	Can	
58	Pencil/2	148	pcs	
59	Pencil Sharpener/heavy duty	16	Pcs	
60	Photo Paper/A4	60	Pack	
61	Plastic envelope/transparent short	25	Pcs	
62	Plastic expanding envelope/Colored Long 1 1x15 in with handle & pushlock	50	Pcs	
63	Post-It-Note/2 x 3, asstd colors	140	Pad	

64	Post-It-Note/3 x 3. asstd colors	98	Pad		
65	Post-It-Note/3 x 5, asstd colors	85	Pad		
66	Record Book/7 in x l -25, 300pages	5	Pcs		
67	Record Book/L: 14cm, W: 1.4cm, H-22cm, 300pages	6	Pcs		
68	Refill Signpen/black. 0.3mm	139	Pcs		
69	Refill Signpen/blues 0.3mm	119	Pcs		
70	Refill Signpen/brown, 0,3mm	35	Pcs		
71	Refill Signpen/green, 0.3mm	27	Pcs		
72	Refill Signpen/violet, 0.3mm	89	Pcs		
73	Report Cover Folder/long	12	Pcs		
74	Rubber Band/small	17	Box		
75	Ruler/Metal	22	Pcs		
76	Self-inking Dater/Smallest dater	3	Pcs		
77	Signpen, black/0.3mm	457	Pcs		
78	Signpen/Bluek, 1.0mm, PILOT Hi-tecpoint V10 Grip	24	Pcs		
79	Signpen/blue, 0.3mm	421	Pcs		
80	Signpen/Blue, 1.0mm, PILOT Hi-tecpoint V10 Grip	24	Pcs		
81	Signpen/brown, 0.3mm	199	Pcs		
82	Signpen/pink, 0.3mm	32	Pcs		
83	Signpen/violet, 0.3mm	136	Pcs		
84	Special Laid Paper/Canon - Long Ivory	1	Ream		
85	Special Laid Paper/Canon Long - light green	1	Ream		
86	Special Laid Paper/Canon - Long Pink	1	Ream		
87	Special Laid Paper/Canon - Long yellow	1	Ream		
88	Special Paper/A4, cream (10pcs/pack), 120gsm	140	Pack		
89	Special Paper/A4, cream (10pcs/pack), 200gsm	133	Pack		
90	Special Paper/long, cream (10pcs/pack), 120gsm	58	Pack		
91	Special Paper/long6 cream (10pcs/pack), 200gsm	85	Pack		
92	Special Paper/short, cream (10pcs/pack), 120gsm	51	Pack		
93	Special Paper/short, cream (10pcs/pack), 200gsm	63	Pack		
94	Staple remover/metal	50	Pcs		
95	Staple Wire standard/ 10	4	Box		
96	Staple wire standard/35	85	Box		
97	Stapler with remover/heavy duty	28	Pcs		
98	Sticker Paper/A4	94	Pack		
99	Stick up padding glue/1/4kg	2	Jar		

15 calendar days from the receipt of notice to proceed

100	Sticky Notes Stylish Film Index/(with label please sign here)	188	Pad	15 calendar days from the receipt of notice to proceed
101	Thumb Tacks/Thumb Tacks	10	Box	
102	Vellum Paper A4, white	23	Pack	
103	Vellum Paper long, white	12	Pack	
104	Vellum Paper short, white	12	Pack	
105	Computer Ink 001, black	48	Bottle	
106	Computer Ink 001, cyan	12	Bottle	
107	Computer Ink 001, magenta	12	Bottle	
108	Computer Ink 001, yellow	12	Bottle	
109	Computer Ink 003, black	77	Bottle	
110	Computer Ink 003, cyan	70	Bottle	
111	Computer Ink 003, magenta	70	Bottle	
112	Computer Ink 003, yellow	70	Bottle	
113	Ink brother BT5000-cyan	27	Bottle	
114	Ink brother BT5000-magenta	27	Bottle	
115	Ink brother BT5000-yellow	27	Bottle	
116	Ink brother BT6000-black	16	Bottle	
117	Ink brother BT6000-black	17	Bottle	
118	Glue all purpose	29	Jar	
119	Tape Masking 24mm	42	Roll	
120	Tape Masking 48mm	42	Roll	
121	Tape Packaging 48mm	47	Roll	
122	Tape Transparent 24mm	84	Roll	
123	Tape Transparent 48mm	72	Roll	
124	Twine plastic	23	Roll	
125	Ruler flexible, plastic, 450mm	39	Pcs	
126	Calculator compact	29	Unit	
127	Clip backfold 19mm	84	Box	
128	Clip backfold 25mm	61	Box	
129	Clip backfold 32mm	77	Box	
130	Clip backfold 50mm	72	Box	
131	Correction Tape 750	750	Pcs	
132	Dater Stamp Dater Stamp	8	Pcs	
133	Envelope Mailing	6	Box	
134	Folder pressboard	10	Box	
135	Marker Permanent, black	114	Pcs	
136	Marker Permanent, blue	84	Pcs	
137	Marker Permanent, red	66	Pcs	
138	Marker Whiteboard, black	60	Pcs	
139	Marker Whiteboard, blue	46	Pcs	
140	Marker Whiteboard, red	36	Pcs	
141	Paper Clip Vinyl plastic coated, 33mm	64	Box	

142	Paper Clip Vinyl plastic coated, jumbo 50mm	58	Box
143	Paper Shredder Paper Shredder	1	Unit
144	Puncher Paper, heavy duty	10	Pcs
145	Rubber Band No. 18	24	Box
146	Stamp Pad Felt	22	Pcs
147	Scissors symmetrical/asymmetrical	48	Pcs
148	Tape Dispenser table top	16	Pcs
149	Paper Multicopy A4	243	Ream
150	Paper Multicopy Legal	289	Ream
151	Record Book 300 pages	30	Book
152	Record Book 500 pages	36	Book

I hereby certify to comply with all the above Schedule of Requirements.

Name of Company/Bidder

Printed Name, Position and Signature of Bidder's Authorized Representative

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	Acrylic Stand/Acrylic Stand	
2	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size, 3 inches, horizontal, blue	
3	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size 3 inches vertical, blue	
4	Arch File Folder with Ring Binder and Metal Finger Pull on the side/long size, 3 inches, vertical, red	
5	Ballpen/blue, 0.5mm	
6	Ballpen/green, 0.5mm	
7	Ballpen/black, 0.5mm	

8	Ballpen/red, 0.5mm	
9	Bookends/Metal	
10	Cardboard File Box Storage Shelf Organizer with Lid/Cover/ 39.4 x 31 x 25 4cm) black & blue	
11	Cardboard File Box Storage Shelf Organizer with Lid/Cover/ 39.4 x 31 x 25.4cm) blue	
12	Cardboard File Box Storage Shelf Organizer with Lid/Cover/(39.4 x 31 x 25.4cm various colors	
13	Centennial Paper/long, modern, ivory (HR use)	
14	Certificate Frame/A4 assorted colors	
15	Certificate Frame/long, assorted colors	
16	Certificate Frame/short, assorted colors	
17	Certificate Frame/A4 brown	
18	Certificate Holder/A4, assorted colors	
19	Certificate Holder/A4, blue	
20	Certificate Holder/long, assorted colors	
21	Certificate Holder/short, assorted colors	
22	Clear Book File folder/'Long Size 35 x 24 cm, blue	
23	CLEAR FOLDER/LONG (9.2 x 13.2 inches) (assorted colors)	
24	Colored Paper/A4, assorted colors 500shccts	
25	Colored Paper/long, assorted colors 500sheets	
26	Colored Plastic Document Envelope Expandable/Long Zipper Lock with Handle	
27	Cutter Blade/big	
28	Data File Box/black	
29	Data File Box/blue	
30	Data File Box/green	
31	Data File Box/red	
32	Data File Box/royal blue	
33	Desk Tray/4 tier, metals black	
34	Double Adhesive Tape/26mm	
35	Double Sided Adhesive Tape Roller/6m x 6mm	
36	Double Sided Tape/18mm	
37	Folder Ordinary/long, (green, yellow, pink, blue, orange, red)	
38	Glue/40 ml	
39	Ink stamp pad/black	
40	Ink stamp pad/blue	
41	Ink stamp pad/green	
42	Ink stamp pad/purple	

43	Ink, Permanent Marker/black	
44	Ink, Permanent Marker/blue	
45	Ink, Permanent Marker/red	
46	Ink, Whiteboard Marker/blue	
47	Ink, Whiteboard Marker/black	
48	Ink, Whiteboard Marker/red	
49	Laid Paper/A4, 200gsm, (100 pcs), cream	
50	Laid Paper/long, 200gsm, (100 pcs), cream	
51	Magnifying Glass/Magnifying Glass	
52	Mesh Pencil Holder/Mesh Pencil Holder	
53	Paper Cutter/Retractable	
54	Paper Cutter/Wood Based	
55	Paper Fastener/long, metal	
56	Paper Fastener/long, plastic	
57	Paste/Waterwell	
58	Pencil/2	
59	Pencil Sharpener/heavy duty	
60	Photo Paper/A4	
61	Plastic envelope/transparent short	
62	Plastic expanding envelope/Colored Long 1 lx15 in with handle & pushlock	
63	Post-It-Note/2 x 3, asstd colors	
64	Post-It-Note/3 x 3. asstd colors	
65	Post-It-Note/3 x 5, asstd colors	
66	Record Book/7 in x l -25, 300pages	
67	Record Book/L: 14cm, W: 1.4cm, H-22cm, 300pages	
68	Refill Signpen/black. 0.3mm	
69	Refill Signpen/blues 0.3mm	
70	Refill Signpen/brown, 0,3mm	
71	Refill Signpen/green, 0.3mm	
72	Refill Signpen/violet, 0.3mm	
73	Report Cover Folder/long	
74	Rubber Band/small	
75	Ruler/Metal	
76	Self-inking Dater/Smallest dater	
77	Signpen, black/0.3mm	
78	Signpen/Bluek, 1.0mm, PILOT Hi-tecpoint V10 Grip	
79	Signpen/blue, 0.3mm	
80	Signpen/Blue, 1.0mm, PILOT Hi-tecpoint V10 Grip	
81	Signpen/brown, 0.3mm	
82	Signpen/pink, 0.3mm	

83	Signpen/violet, 0.3mm	
84	Special Laid Paper/Canon - Long Ivory	
85	Special Laid Paper/Canon Long - light green	
86	Special Laid Paper/Canon - Long Pink	
87	Special Laid Paper/Canon - Long yellow	
88	Special Paper/A4, cream (10pcs/pack), 120gsm	
89	Special Paper/A4, cream (10pcs/pack), 200gsm	
90	Special Paper/long, cream (10pcs/pack), 120gsm	
91	Special Paper/long6 cream (10pcs/pack), 200gsm	
92	Special Paper/short, cream (10pcs/pack), 120gsm	
93	Special Paper/short, cream (10pcs/pack), 200gsm	
94	Staple remover/metal	
95	Staple Wire standard/ 10	
96	Staple wire standard/35	
97	Stapler with remover/heavy duty	
98	Sticker Paper/A4	
99	Stick up padding glue/1/4kg	
100	Sticky Notes Stylish Film Index/(with label please sign here)	
101	Thumb Tacks/Thumb Tacks	
102	Vellum Paper A4, white	
103	Vellum Paper long, white	
104	Vellum Paper short, white	
105	Computer Ink 001, black	
106	Computer Ink 001, cyan	
107	Computer Ink 001, magenta	
108	Computer Ink 001, yellow	
109	Computer Ink 003, black	
110	Computer Ink 003, cyan	
111	Computer Ink 003, magenta	
112	Computer Ink 003, yellow	
113	Ink brother BT5000-cyan	
114	Ink brother BT5000-magenta	
115	Ink brother BT5000-yellow	
116	Ink brother BT6000-black	
117	Ink brother BT6000-black	
118	Glue all purpose	
119	Tape Masking 24mm	
120	Tape Masking 48mm	
121	Tape Packaging 48mm	
122	Tape Transparent 24mm	

123	Tape Transparent 48mm	
124	Twine plastic	
125	Ruler flexible, plastic, 450mm	
126	Calculator compact	
127	Clip backfold 19mm	
128	Clip backfold 25mm	
129	Clip backfold 32mm	
130	Clip backfold 50mm	
131	Correction Tape 750	
132	Dater Stamp Dater Stamp	
133	Envelope Mailing	
134	Folder pressboard	
135	Marker Permanent, black	
136	Marker Permanent, blue	
137	Marker Permanent, red	
138	Marker Whiteboard, black	
139	Marker Whiteboard, blue	
140	Marker Whiteboard, red	
141	Paper Clip Vinyl plastic coated, 33mm	
142	Paper Clip Vinyl plastic coated, jumbo 50mm	
143	Paper Shredder Paper Shredder	
144	Puncher Paper, heavy duty	
145	Rubber Band No. 18	
146	Stamp Pad Felt	
147	Scissors symmetrical/asymmetrical	
148	Tape Dispenser table top	
149	Paper Multicopy A4	
150	Paper Multicopy Legal	
151	Record Book 300 pages	
152	Record Book 500 pages	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Printed Name, Position and Signature of Bidder's Authorized Representative

***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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

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

Financial Documents

- (g) 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

- (h) 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)

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

II. FINANCIAL COMPONENT ENVELOPE

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

