

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or

instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or note in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be

printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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***

## **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





Republic of the Philippines  
(Republic Act 7611)

**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF  
BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR  
PR No. 22-11-15-03: Supply and Delivery of Common Office Supplies and  
Equipment FY 2022**

1. The *Palawan Council for Sustainable Development Staff*, through the *General Appropriations Act FY 2022* intends to apply the total sum of:

DIVISION	ABC
<b>AFD Annex A "Regular Fund"</b>	362,438.50
<b>OED Annex B "Regular Fund"</b>	80,295.43
<b>EMED Annex C "KRM Regular Fund"</b>	93,469.65
<b>Annex D "EMES Regular Fund"</b>	32,492
<b>EPRPD Annex E "RMPD Regular Fund"</b>	25,461.6
<b>Annex F "ECAN Zoning Regular Fund"</b>	191,569.71
<b>EEED Annex G "Regular Fund"</b>	82,566.06
<b>DMD SOUTH Annex H "Regular Fund"</b>	60,751.98
<b>DMD NORTH Annex I "Regular Fund"</b>	33,556.23
<b>DMD CALAMIAN Annex J "Regular Fund"</b>	15,000
<b>Annex K "WMF"</b>	100,000
<b>EZMED Annex L "WMF"</b>	183,600
<b>Annex M "Regular Fund"</b>	33,693.06
<b>TOTAL</b>	<b>1,294,894.22</b>

being the ABC to payments under the contract for *PR No. 22-11-15-03: Supply and Delivery of Common Office Supplies and Equipment 2022*. Bids received in excess of the ABC per Division as well as the total ABC shall be automatically rejected at bid opening.

2. The *Palawan Council for Sustainable Development Staff* now invites bids for the above Procurement Project. Delivery of the Goods is required within **90 days after signing of Notice to Proceed**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *Palawan Council for Sustainable Development Staff* 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 **July 12, 2022** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of five thousand pesos 5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The **Palawan Council for Sustainable Development Staff** will hold a Pre-Bid Conference<sup>1</sup> on **10:00 AM, July 20, 2022** at **OED Conference Room PCSD Bldg., Sports Complex rd., Sta. Monica, Puerto Princesa City, Palawan** and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **5:00 PM, August 1, 2022**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **10:00 AM, August 2, 2022** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Palawan Council for Sustainable Development Staff** 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:
 

*BAC Secretariat  
Palawan Council for Sustainable Development Staff (PCSDS)  
PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City,  
Palawan  
bac@pcsd.gov.ph  
+6348 – 434- 4235  
pcsd.gov.ph*
12. You may visit the following websites:  
For downloading of Bidding Documents: ***philGEPS.gov.ph/www.pcsd.gov.ph***

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

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**LEVITA A. LAGRADA**  
*BAC Chairperson*

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<sup>1</sup> 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***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Palawan Council for Sustainable Development Staff* wishes to receive Bids for the *PR No. 22-11-15-03: Supply and Delivery of Common Office Supplies and Equipment 2022*.

The Procurement Project (referred to herein as “Project”) is composed of one (1) *lot or 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 *General Appropriations Act FY 2022* in the amount of *One million, two hundred ninety-four thousand, eight hundred ninety-four pesos and 22/100 (1,294,894.22)*.

2.2. The source of funding is:

- a. NGA, the General Appropriations 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 limited to those allowed under the rules may participate in this project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:

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

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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 *120 calendar days from date of the Opening*. 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.

All copies shall be marked Certified True Copy & signed by the bidder or its duly authorized representative.

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<sup>2</sup> 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.

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

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

- 19.1. The Procuring 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 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:

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

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

## **20. Post-Qualification**

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the 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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause										
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Supply and Delivery of:</i>  <i>Common Office Supplies and Equipment</i>  <i>ICT Office Supplies and Semi-Expendable Machinery and Equipment</i>  <i>ICT Equipment</i>  <i>Other Supplies and Materials</i></p> <p>b. completed within <b>three years</b> prior to the deadline for the submission and receipt of bids.</p>									
12	The price of the Goods shall be quoted DDP <b>PCSD Bldg., Barangay Sta. Monica, Puerto Princesa City, Palawan</b> 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>BID SECURITY</b></th> </tr> <tr> <th style="text-align: center;"><b>LOT NO.</b></th> <th style="text-align: center;"><b>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2%)</b></th> <th style="text-align: center;"><b>Surety Bond (5%)</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">25,897.88</td> <td style="text-align: center;">64,744.71</td> </tr> </tbody> </table>	<b>BID SECURITY</b>			<b>LOT NO.</b>	<b>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2%)</b>	<b>Surety Bond (5%)</b>	1	25,897.88	64,744.71
<b>BID SECURITY</b>										
<b>LOT NO.</b>	<b>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2%)</b>	<b>Surety Bond (5%)</b>								
1	25,897.88	64,744.71								

19.3	Division	Description	Quantity	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>
	AFD	Common Office Supplies and Equipment Annex A "Regular Fund"	1,871	₱362,438.50
	OED	Common Office Supplies and Equipment Annex B "Regular Fund"	252	₱80,295.43
	EMED	Common Office Supplies and Equipment Annex C "KRM Regular Fund"	278	₱93,469.65
	EMED	Common Office Supplies and Equipment Annex D "EMES Regular Fund"	97	₱32,492.00
	EPRPD	Common Office Supplies and Equipment Annex E "RMPD Regular Fund"	35	₱25,461.6
	EPRPD	Common Office Supplies and Equipment Annex F "ECAN Zoning Regular Fund"	74	₱191,569.71
	EEED	Common Office Supplies and Equipment Annex G "Regular Fund"	482	₱82,566.06
	DMO South	Common Office Supplies and Equipment Annex H "Regular Fund"	584	₱60,751.98
	DMO North	Common Office Supplies and Equipment Annex I "Regular Fund"	462	₱33,556.23

	DMO Calamian	Common Office Supplies and Equipment Annex J "Regular Fund"	48	₱15,000.00
	DMO Calamian	Common Office Supplies and Equipment Annex K "WMF"	760	₱100,000.00
	EZMED	Common Office Supplies and Equipment Annex L "WMF"	17	₱183,600.00
	EZMED	Common Office Supplies and Equipment Annex M "Regular Fund"	23	₱33,693.06
	TOTAL		4,983	₱1,294,894.22

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

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are <i>PCSDS Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan</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 <i>Cherrie O. Cacho, Supply Officer</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <b>3 years</b>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> </ul>

	<p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></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>“The terms of payment shall be as follows:</p> <p><i>-Partial payment for partial or staggered delivery of the Goods procured shall be allowed, provided that such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. Partial payment shall be made within 30 days after the Inspection and Acceptance of the items delivered.</i></p>
4	<p>The inspections of delivered items shall be undertaken.</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	UOM	Quantity	Delivered, Weeks/Months
<b>AFD Common Office Supplies and Equipment</b>				
1	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs	box	1	Within 90 days from receipt of Notice to Proceed
2	TISSUE, interfolded paper towel	box	100	Within 90 days from receipt of Notice to Proceed
3	BATTERY, dry cell, AA, 4 pieces per blister pack	pack	20	Within 90 days from receipt of Notice to Proceed
4	TWINE, plastic, one (1) kilo per roll	roll	5	Within 90 days from receipt of Notice to Proceed
5	Roller Correction Tape White, 32M*5MM	piece	50	Within 90 days from receipt of Notice to Proceed
6	ENVELOPE, mailing, white, 70gsm, 100 pcs	box	1	Within 90 days from receipt of Notice to Proceed
7	Plastic Expandable envelope with divider/pockets	piece	15	Within 90 days from receipt of Notice to Proceed
8	Universal Kraft Clasp Envelope, A4/long Size, 100/box	box	1	Within 90 days from receipt of Notice to Proceed
9	Paper Trimmer Heavy Duty Wood/metal Base (A3)	piece	1	Within 90 days from receipt of Notice to Proceed
10	L-Type Folder (Clear) 100 pcs long	pack	2	Within 90 days from receipt of Notice to Proceed
11	L-Type Folder (Clear) 100 pcs A4	pack	2	Within 90 days from receipt of Notice to Proceed
12	File System (lever arc) Long, blue	piece	20	Within 90 days from receipt of Notice to Proceed
13	Velum 100 A4 (500's)	ream	5	Within 90 days from receipt of Notice to Proceed
14	Morocco Cut A4 (Ream)	ream	2	Within 90 days from receipt of Notice to Proceed
15	Bond Paper Assorted Color A4 (ream)	ream	4	Within 90 days from receipt of Notice to Proceed
16	PVC Cover (Acetate)long Size, 100pcs	ream	1	Within 90 days from receipt of Notice to Proceed
17	PVC Cover (Acetate) A4 Size, 100pcs	ream	4	Within 90 days from receipt of Notice to Proceed
18	RUBBER BAND, 70mm min lay flat length (#18)	box	3	Within 90 days from receipt of Notice to Proceed

19	CALCULATOR, compact, 12 digits	unit	2	Within 90 days from receipt of Notice to Proceed
20	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	piece	48	Within 90 days from receipt of Notice to Proceed
21	Sign Pen 0.3mm	piece	12	Within 90 days from receipt of Notice to Proceed
22	Ballpen (blue/red)	piece	12	Within 90 days from receipt of Notice to Proceed
23	Japanese/nylon Cord Medium Size, Cream, 36 Yards	roll	8	Within 90 days from receipt of Notice to Proceed
24	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	60	Within 90 days from receipt of Notice to Proceed
25	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	50	Within 90 days from receipt of Notice to Proceed
26	Battery Button CR2032	pack	1	Within 90 days from receipt of Notice to Proceed
27	Battery AA Rechargeable 4pcs per pack	Pack	1	Within 90 days from receipt of Notice to Proceed
28	Battery AAA Rechargeable 4pcs per pack	pack	1	Within 90 days from receipt of Notice to Proceed
29	9V Battery 1 pc per pack	pack	5	Within 90 days from receipt of Notice to Proceed
30	Cloth / Duct Tape (Silver)	roll	5	Within 90 days from receipt of Notice to Proceed
31	Double Sided Tape 1/2"	roll	5	Within 90 days from receipt of Notice to Proceed
32	Double Sided Tape 1"	roll	1	Within 90 days from receipt of Notice to Proceed
33	Ring Binder 2"	piece	10	Within 90 days from receipt of Notice to Proceed
34	Ring Binder 5/8"	piece	10	Within 90 days from receipt of Notice to Proceed
35	Ring Binder 1/2"	piece	10	Within 90 days from receipt of Notice to Proceed
36	Ring Binder 1/4"	piece	10	Within 90 days from receipt of Notice to Proceed
37	Staple Less Stapler	piece	1	Within 90 days from receipt of Notice to Proceed
38	TAPE, ELECTRICAL, 18mm x 16M min	roll	2	Within 90 days from receipt of Notice to Proceed
39	TAPE, PACKAGING, width: 48mm (±1mm)	roll	10	Within 90 days from receipt of Notice to Proceed
40	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	200	Within 90 days from receipt of Notice to Proceed

41	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	10	Within 90 days from receipt of Notice to Proceed
42	Bond Paper, 80 Gsm, 8.5x14	ream	2	Within 90 days from receipt of Notice to Proceed
43	Record Book, 200 Pages	piece	20	Within 90 days from receipt of Notice to Proceed
44	Nitrile Gloves Blue, Medium, 100 pcs (50 Pairs)	box	5	Within 90 days from receipt of Notice to Proceed
45	Nitrile Gloves Blue, Large 100 pcs (50 Pairs)	box	2	Within 90 days from receipt of Notice to Proceed
46	KN 95, white (10Pcs)	box	200	Within 90 days from receipt of Notice to Proceed
47	BROOM, soft (tambo)	piece	5	Within 90 days from receipt of Notice to Proceed
48	BROOM, STICK (TING-TING), usable length: 760mm min	piece	8	Within 90 days from receipt of Notice to Proceed
49	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	12	Within 90 days from receipt of Notice to Proceed
50	CLEANSER, SCOURING POWDER, 350g min./can	Can	12	Within 90 days from receipt of Notice to Proceed
51	DETERGENT BAR, 140 grams as packed	piece	36	Within 90 days from receipt of Notice to Proceed
52	DETERGENT POWDER, all purpose, 1kg	pack	12	Within 90 days from receipt of Notice to Proceed
53	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12	Within 90 days from receipt of Notice to Proceed
54	Multi-Purpose Liquid Disinfectant 100ml	bottle	24	Within 90 days from receipt of Notice to Proceed
55	All Purpose Disinfectant Cleaner, Anti-Bacterial, 3.7 L (1gal)	gal	12	Within 90 days from receipt of Notice to Proceed
56	Bleach, 3.7 Liters	piece	6	Within 90 days from receipt of Notice to Proceed
57	INSECTICIDE, aerosol type, net content: 600ml min	can	2	Within 90 days from receipt of Notice to Proceed
58	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gal	24	Within 90 days from receipt of Notice to Proceed
59	Glass Cleanser Liquid with Spray Pump, 250ml	bot	15	Within 90 days from receipt of Notice to Proceed
60	Hedge Shear Cutter	piece	1	Within 90 days from receipt of Notice to Proceed
61	Leaf Garden Rake Steel	piece	2	Within 90 days from receipt of Notice to Proceed
62	Plastic Pot with Tray, Green/Maroon (large)	piece	20	Within 90 days from receipt of Notice to Proceed

63	TRASHBAG, small, plastic, transparent, 10pcs/roll	roll	50	Within 90 days from receipt of Notice to Proceed
64	TRASHBAG, Large, plastic, transparent, 10pcs/roll	roll	60	Within 90 days from receipt of Notice to Proceed
65	TRASHBAG, XL, plastic, transparent, 10pcs/roll	roll	20	Within 90 days from receipt of Notice to Proceed
66	Paint Brush (for cleaning purposes)	piece	3	Within 90 days from receipt of Notice to Proceed
67	Automatic Air Freshener 269ml/175g good for 60 days includes -automatic spray unit-refill canister 269 ml-2 N AA Batteries	piece	5	Within 90 days from receipt of Notice to Proceed
68	Automatic Air Freshener Dispenser refill	piece	24	Within 90 days from receipt of Notice to Proceed
69	Deodorizer, 100 grams	piece	48	Within 90 days from receipt of Notice to Proceed
70	Door Mat (fabric) dark color	piece	12	Within 90 days from receipt of Notice to Proceed
71	RAGS, round, all cotton	bundle	30	Within 90 days from receipt of Notice to Proceed
72	disinfecting foot mat	piece	4	Within 90 days from receipt of Notice to Proceed
73	Wall-mounted Bathroom Tissue Dispenser Round Pap (for Jumbo Tissue), metal	piece	4	Within 90 days from receipt of Notice to Proceed
74	Jumbo Roll Tissue, 2 ply, 250 meters	roll	150	Within 90 days from receipt of Notice to Proceed
75	TOILET TISSUE PAPER, 2-ply, 100% recycled (12 rolls)	piece	20	Within 90 days from receipt of Notice to Proceed
76	Automatic Hand Dryer	piece	4	Within 90 days from receipt of Notice to Proceed
77	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	8	Within 90 days from receipt of Notice to Proceed
78	LED Lamp 13W	piece	50	Within 90 days from receipt of Notice to Proceed
79	LED Lamp 12W	piece	40	Within 90 days from receipt of Notice to Proceed
80	LED Lamp 9W	piece	12	Within 90 days from receipt of Notice to Proceed
81	Office table fan with led light	piece	5	Within 90 days from receipt of Notice to Proceed
82	Flash Light (LED, Rechargeable)	piece	2	Within 90 days from receipt of Notice to Proceed
83	Rain Coat (poncho type)	piece	10	Within 90 days from receipt of Notice to Proceed
84	Raincoat Jacket and Pants set	piece	10	Within 90 days from receipt of Notice to Proceed

85	Storage Box 30L Capacity, Grey	piece	30	Within 90 days from receipt of Notice to Proceed
86	Storage Box 95L Capacity	piece	10	Within 90 days from receipt of Notice to Proceed
87	DYMO S0847750 Labelling tape 3-piece set Tape colour: Blue, Black, Red Font colour: White 9 mm (3m)	piece	4	Within 90 days from receipt of Notice to Proceed
88	Thermal Paste (4g) (Artic Mx-4 grease cpu)	piece	3	Within 90 days from receipt of Notice to Proceed
89	RJ45 (100 pcs per box)	box	5	Within 90 days from receipt of Notice to Proceed
90	RJ11 (100 pcs per box)	box	1	Within 90 days from receipt of Notice to Proceed
91	D60 Electronic Soldering Iron Kit with Temperature Control	piece	1	Within 90 days from receipt of Notice to Proceed
92	Wireless Rechargeable Keyboard and Mouse	piece	1	Within 90 days from receipt of Notice to Proceed
93	Solder Lead, 100g 0.5mm / 0.6mm / 1.0mm 99.7% Sn 0.3% Cu Lead-free Rosin Core Solder Wire with Flux and Low Melting Point for Electric Soldering Iron	piece	3	Within 90 days from receipt of Notice to Proceed
94	HDMI Cables (5M) High Speed HDMI Cable V1.4 3D Full HD 1080P	piece	2	Within 90 days from receipt of Notice to Proceed
95	Mini HDMI to HDMI (Type-A)	piece	2	Within 90 days from receipt of Notice to Proceed
96	Electrical Tape (.16mm x 19mm x 4m)	roll	15	Within 90 days from receipt of Notice to Proceed
97	ACK-E12 Power AC Adaptor for Canon Digital EOS M M2 M10 M50 M100 Cameras	piece	1	Within 90 days from receipt of Notice to Proceed
98	9v Power Supply	piece	3	Within 90 days from receipt of Notice to Proceed
99	USB 3.0 to SATA III Hard Ddrive Adapter	piece	2	Within 90 days from receipt of Notice to Proceed
100	XLR Cables 3ft	piece	6	Within 90 days from receipt of Notice to Proceed
101	RCA to AUX cable 1ft	piece	3	Within 90 days from receipt of Notice to Proceed
102	Punch Down Tool, Spring Loaded	piece	2	Within 90 days from receipt of Notice to Proceed
103	LAN Tester	piece	1	Within 90 days from receipt of Notice to Proceed
104	crimping tool	piece	1	Within 90 days from receipt of Notice to Proceed
105	Electric current tester	piece	1	Within 90 days from receipt of Notice to Proceed



106	Car Air Freshener (Tittle Trees)	set	10	Within 90 days from receipt of Notice to Proceed
107	KWS-912V USB Boost Cable 5V Step Up to 9V 12V Adjustable Voltage Converter Transformer DC Power	piece	10	Within 90 days from receipt of Notice to Proceed
108	Rain Coat (poncho type) (Dark Green)	piece	10	Within 90 days from receipt of Notice to Proceed
109	Raincoat Jacket and Pants set (Black)	piece	10	Within 90 days from receipt of Notice to Proceed
110	Safety Vest Reflective high visible construction	piece	5	Within 90 days from receipt of Notice to Proceed
111	High Visible Elastic Reflective Safety Vest	piece	15	Within 90 days from receipt of Notice to Proceed
<b>OED Common Office Supplies and Equipment</b>				
1	INSECTICIDE, aerosol type	can	2	Within 90 days from receipt of Notice to Proceed
2	TISSUE, interfolded paper towel	pack	24	Within 90 days from receipt of Notice to Proceed
3	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	6	Within 90 days from receipt of Notice to Proceed
4	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	12	Within 90 days from receipt of Notice to Proceed
5	PAPER, multicopy, 80gsm, A4	ream	25	Within 90 days from receipt of Notice to Proceed
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	piece	12	Within 90 days from receipt of Notice to Proceed
7	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1	Within 90 days from receipt of Notice to Proceed
8	PVC Cover A4 Size (100pcs)	ream	1	Within 90 days from receipt of Notice to Proceed
9	PAPER, assorted colored paper, size: 210mm x 297mm(A4)	ream	3	Within 90 days from receipt of Notice to Proceed
10	Double sided tape (9mm)	piece	2	Within 90 days from receipt of Notice to Proceed
11	Plastic Paper Fastener	box	4	Within 90 days from receipt of Notice to Proceed
12	Arc Lever File	piece	36	Within 90 days from receipt of Notice to Proceed
13	Sign Pen Black (1.0)	piece	12	Within 90 days from receipt of Notice to Proceed
14	Rechargeable Battery AA (4 Pcs per pack)	pack	1	Within 90 days from receipt of Notice to Proceed
15	Rechargeable Battery AAA (4 Pcs per pack)	pack	1	Within 90 days from receipt of Notice to Proceed

16	Portable printer ink set (Epson Workforce WF 100)	set	3	Within 90 days from receipt of Notice to Proceed
17	USB type C to 3.5 mm Headphone jack adapter DAC Type-C 3.5mm Earphone Adaptor	piece	3	Within 90 days from receipt of Notice to Proceed
18	Wireless Car Charger	piece	3	Within 90 days from receipt of Notice to Proceed
19	Double-sided retractable glass sponge wiper squeegee with long handle adjustable up to 10cm	piece	2	Within 90 days from receipt of Notice to Proceed
20	AGC LED (10meters with Plug) Warm White, 220V SMD5730 Waterproof Flexible led Strip 114 Led	piece	2	Within 90 days from receipt of Notice to Proceed
21	PRINTER INK BOTTLE, Epson L6190(Black)	bot	10	Within 90 days from receipt of Notice to Proceed
22	Face Mask (KN95, 10pcs per box)	box	50	Within 90 days from receipt of Notice to Proceed
23	Isopropyl Alcohol (330ml, Spray Bottle,Blue)	bot	10	Within 90 days from receipt of Notice to Proceed
24	Car Scent Air Freshener (Little Tree, Strawberry)	piece	12	Within 90 days from receipt of Notice to Proceed
25	Coffee Maker Machine espresso	piece	1	Within 90 days from receipt of Notice to Proceed
26	Seat Cover for Swivel Chair	piece	8	Within 90 days from receipt of Notice to Proceed
27	back seat support for office chair/ spine support	piece	5	Within 90 days from receipt of Notice to Proceed
28	Vacuum Cleaner Handheld Cordless Stick Aspirator lightweight	piece	1	Within 90 days from receipt of Notice to Proceed
<b>EMED Common Office Supplies and Equipment (EMES)</b>				
1	Reagents, Nitra Ver Reagents, Powder Pillows (100/pack)	pack	2	Within 90 days from receipt of Notice to Proceed
2	Reagents, Phos Ver Reagents, Powder Pillows (100/pack)	pack	2	Within 90 days from receipt of Notice to Proceed
3	Test Tube Brush (big)	piece	5	Within 90 days from receipt of Notice to Proceed
4	KN95 FACE MASK (10's)	pack	63	Within 90 days from receipt of Notice to Proceed
5	Brother BT6000 BK (ink for Brother T700 W printer)	bot	6	Within 90 days from receipt of Notice to Proceed
6	Brother BT5000 M (ink for Brother T700 W printer)	bot	3	Within 90 days from receipt of Notice to Proceed
7	Brother BT5000 Y (ink for Brother T700 W printer)	bot	3	Within 90 days from receipt of Notice to Proceed
8	Brother BT5000 C (ink for Brother T700 W printer)	bot	3	Within 90 days from receipt of Notice to Proceed

9	Epson Ink Bottles Black 003	bot	2	Within 90 days from receipt of Notice to Proceed
10	Epson Ink Bottles Cyan 003	bot	1	Within 90 days from receipt of Notice to Proceed
11	Epson Ink Bottles Yellow 003	bot	1	Within 90 days from receipt of Notice to Proceed
12	Epson Ink Bottles Magenta 003	bot	1	Within 90 days from receipt of Notice to Proceed
13	MOUSE, WIRELESS, USB (Trackball Logitech M570 Optical Wireles)	piece	5	Within 90 days from receipt of Notice to Proceed
<b>EMED Common Office Supplies and Equipment (KRM)</b>				
1	INSECTICIDE, aerosol type, net content: 600ml min	can	5	Within 90 days from receipt of Notice to Proceed
2	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5	Within 90 days from receipt of Notice to Proceed
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	Within 90 days from receipt of Notice to Proceed
4	PAPER, Multi-Purpose (COPY) A4, 80 gsm	ream	60	Within 90 days from receipt of Notice to Proceed
5	PAPER, Multi-Purpose (COPY) Legal, 80 gsm	ream	5	Within 90 days from receipt of Notice to Proceed
6	TOILET TISSUE PAPER, 2-ply, 100% recycled	roll	20	Within 90 days from receipt of Notice to Proceed
7	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	7	Within 90 days from receipt of Notice to Proceed
8	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	7	Within 90 days from receipt of Notice to Proceed
9	GLUE, all purpose, gross weight: 200 grams min	bot	2	Within 90 days from receipt of Notice to Proceed
10	TAPE, PACKAGING, width: 48mm (±1mm)	roll	2	Within 90 days from receipt of Notice to Proceed
11	Beaker Brush Large	piece	2	Within 90 days from receipt of Notice to Proceed
12	Erlenmeyer Flask (Conical) Brush Large	piece	2	Within 90 days from receipt of Notice to Proceed
13	Test Tube Brush (Large)	piece	5	Within 90 days from receipt of Notice to Proceed
14	BROOM, soft (tambo)	piece	3	Within 90 days from receipt of Notice to Proceed
15	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	pack	2	Within 90 days from receipt of Notice to Proceed
16	CLEANSER, SCOURING POWDER, 350g min./can	pack	3	Within 90 days from receipt of Notice to Proceed

17	DETERGENT BAR, 140 grams as packed	pack	32	Within 90 days from receipt of Notice to Proceed
18	DETERGENT LIQUID, gallon (salato)	gal	3	Within 90 days from receipt of Notice to Proceed
19	Dishwashing liquid, 495ml	bot	5	Within 90 days from receipt of Notice to Proceed
20	Liquid bleach, gallon	gal	2	Within 90 days from receipt of Notice to Proceed
21	Test tube rack	piece	1	Within 90 days from receipt of Notice to Proceed
22	Disodium hydrogen phosphate heptahydrate, 500g	pack	1	Within 90 days from receipt of Notice to Proceed
23	Monopotassium Phosphate, 500g	pack	1	Within 90 days from receipt of Notice to Proceed
24	Dipotassium Phosphate, 500g	pack	1	Within 90 days from receipt of Notice to Proceed
25	Ammonium chloride, 500g	pack	1	Within 90 days from receipt of Notice to Proceed
26	Manganese (II) sulfate, 500g	pack	1	Within 90 days from receipt of Notice to Proceed
27	Glass Funnel	piece	4	Within 90 days from receipt of Notice to Proceed
28	Filter Paper 934AH, 47 mm diameter	pack	2	Within 90 days from receipt of Notice to Proceed
29	Aspirator (rubber bulb)	piece	2	Within 90 days from receipt of Notice to Proceed
30	Separatory Funnel, 2000ml	piece	2	Within 90 days from receipt of Notice to Proceed
31	Beaker, 500ml	piece	4	Within 90 days from receipt of Notice to Proceed
32	Beaker, 300ml	piece	4	Within 90 days from receipt of Notice to Proceed
33	MOUSE, WIRELESS, USB (Trackball Logitech M570 Optical Wireless)	piece	10	Within 90 days from receipt of Notice to Proceed
34	DATA FILE BOX, made of chipboard, with closed ends	ream	10	Within 90 days from receipt of Notice to Proceed
35	DATA FOLDER, made of chipboard, taglia lock	ream	5	Within 90 days from receipt of Notice to Proceed
36	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	4	Within 90 days from receipt of Notice to Proceed
37	MARKER, whiteboard, black, felt tip, bullet type, box	box	1	Within 90 days from receipt of Notice to Proceed
38	MARKER, whiteboard, blue, felt tip, bullet type, box	box	1	Within 90 days from receipt of Notice to Proceed

39	MARKER, PERMANENT, bullet type, black, box	box	1	Within 90 days from receipt of Notice to Proceed
40	MARKER, PERMANENT, bullet type, blue, box	box	1	Within 90 days from receipt of Notice to Proceed
41	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12	Within 90 days from receipt of Notice to Proceed
42	INK CART, EPSON C13T664100 (T6641), Black	bot	4	Within 90 days from receipt of Notice to Proceed
43	INK CART, EPSON C13T664200 (T6642), Cyan	bot	2	Within 90 days from receipt of Notice to Proceed
44	INK CART, EPSON C13T664300 (T6643), Magenta	bot	2	Within 90 days from receipt of Notice to Proceed
45	INK CART, EPSON C13T664400 (T6644), Yellow	bot	2	Within 90 days from receipt of Notice to Proceed
46	CLEARBOOK, 20 transparent pockets, for A4 size	piece	20	Within 90 days from receipt of Notice to Proceed
47	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	20	Within 90 days from receipt of Notice to Proceed
48	INK CART, EPSON L6170, Black	cart	2	Within 90 days from receipt of Notice to Proceed
49	INK CART, EPSON L6170, Magenta	cart	1	Within 90 days from receipt of Notice to Proceed
50	INK CART, EPSON L6170, Cyan	cart	1	Within 90 days from receipt of Notice to Proceed
51	INK CART, EPSON L6170, Yellow	cart	1	Within 90 days from receipt of Notice to Proceed
52	Brother DCP-T310 Ink - C-BT5000 M	bot	1	Within 90 days from receipt of Notice to Proceed
53	Brother DCP-T310 Ink - C-BT5000 Y	bot	1	Within 90 days from receipt of Notice to Proceed
54	Brother DCP-T310 Ink - C-BTD60 BK	bot	1	Within 90 days from receipt of Notice to Proceed
55	Brother DCP-T310 Ink - C-BT5000 C	bot	1	Within 90 days from receipt of Notice to Proceed
<b>EPRPD Common Office Supplies and Equipment (RMPD)</b>				
1	FILE SYSTEM (LEVER ARC) Legal	piece	24	Within 90 days from receipt of Notice to Proceed
2	FLOOR RAGS, Rectangle	piece	2	Within 90 days from receipt of Notice to Proceed
3	Ink for Epson WorkForce WF-100 (black and color pigment)	set	3	Within 90 days from receipt of Notice to Proceed
4	LETTERHEAD, A4	ream	1	Within 90 days from receipt of Notice to Proceed

5	LETTERHEAD, Legal	ream	1	Within 90 days from receipt of Notice to Proceed
6	STORAGE BOX, 40L	piece	4	Within 90 days from receipt of Notice to Proceed
<b>EPRPD Common Office Supplies and Equipment (ECAN Zoning)</b>				
1	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bot	72	Within 90 days from receipt of Notice to Proceed
2	BALLPEN (black), 50 pcs in bundle	bundle	2	Within 90 days from receipt of Notice to Proceed
3	BALLPEN (blue), 50 pcs in bundle	bundle	2	Within 90 days from receipt of Notice to Proceed
4	AIR HUMIDIFIER	unit	1	Within 90 days from receipt of Notice to Proceed
5	CUTTER/UTILITY KNIFE, for general purpose	piece	1	Within 90 days from receipt of Notice to Proceed
6	DATA FILE BOX, made of chipboard, with closed ends, Legal	piece	19	Within 90 days from receipt of Notice to Proceed
7	DATING AND STAMPING MACHINE	piece	1	Within 90 days from receipt of Notice to Proceed
8	FINGERTIP PULSE OXIMETER	unit	2	Within 90 days from receipt of Notice to Proceed
9	FOLDER, FANCY, for A4 size documents (50 pieces per bundle)	bundle	7	Within 90 days from receipt of Notice to Proceed
10	FOLDER, FANCY, for legal size documents (50 pieces per bundle)	bundle	8	Within 90 days from receipt of Notice to Proceed
11	FOLDER, L-type, plastic, A4, 50 pieces pack (Blue, Black, Yellow or Green only)	pack	5	Within 90 days from receipt of Notice to Proceed
12	FOLDER, L-type, plastic, Legal size, 50 pieces per pack (Blue, Black, Yellow or Green only)	pack	4	Within 90 days from receipt of Notice to Proceed
13	FOLDER, Morocco (A4 size), No Slide	piece	40	Within 90 days from receipt of Notice to Proceed
14	FOLDER, Morocco (8.5 x 13), No Slide	piece	40	Within 90 days from receipt of Notice to Proceed
15	FOLDER, Morocco (A4 size), With Slide	piece	40	Within 90 days from receipt of Notice to Proceed
16	FOLDER, Morocco (8.5 x 13), With Slide	piece	40	Within 90 days from receipt of Notice to Proceed
17	FOLDER, Ordinary (A4 size), No Slide	piece	40	Within 90 days from receipt of Notice to Proceed
18	FOLDER, Ordinary (8.5 x 13), No Slide	piece	40	Within 90 days from receipt of Notice to Proceed
19	FOLDER, Plastic (A4 size)	piece	40	Within 90 days from receipt of Notice to Proceed

20	FOLDER, Plastic (8.5 x 13)	piece	40	Within 90 days from receipt of Notice to Proceed
21	FOLDER, Pressboard/Expanding, Legal size	piece	32	Within 90 days from receipt of Notice to Proceed
22	FOLDER, Tagboard, A4, 100 pieces per pack	pack	1	Within 90 days from receipt of Notice to Proceed
23	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1	Within 90 days from receipt of Notice to Proceed
24	MULTI-INSECT KILLER, 600mL	piece	5	Within 90 days from receipt of Notice to Proceed
25	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	8	Within 90 days from receipt of Notice to Proceed
26	PENCIL, lead, w/ eraser, wood cased, hardness: HB (1 dozen/box)	box	8	Within 90 days from receipt of Notice to Proceed
27	CLIP, backfold (6mm or ~1/4 inch) 12 pieces/box	box	2	Within 90 days from receipt of Notice to Proceed
28	CLIP, backfold (75mm or ~3 inches) 12 pieces/box	box	2	Within 90 days from receipt of Notice to Proceed
29	COLORED PENS, 8 colors, pack	pack	40	Within 90 days from receipt of Notice to Proceed
30	ENVELOPE, Catalog string kraft (legal size)	piece	24	Within 90 days from receipt of Notice to Proceed
31	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100 pieces per box)	box	2	Within 90 days from receipt of Notice to Proceed
32	FILE ORGANIZER, ACCORDION, Long, 12 pockets	unit	7	Within 90 days from receipt of Notice to Proceed
33	FOLDER DIVIDER / SEPARATOR, 8.5 x 13, 5 sets per pack	pack	60	Within 90 days from receipt of Notice to Proceed
34	FOLDER DIVIDER / SEPARATOR, A4, 5 sets per pack	pack	50	Within 90 days from receipt of Notice to Proceed
35	INDEX CARD, 5"x8", 50s/pack	pack	3	Within 90 days from receipt of Notice to Proceed
36	MARKER, permanent, broad type, black	piece	16	Within 90 days from receipt of Notice to Proceed
37	MARKER, permanent, bullet type, blue	piece	8	Within 90 days from receipt of Notice to Proceed
38	RING BINDER, plastic, 25 mm	bundle	8	Within 90 days from receipt of Notice to Proceed
39	SHARPENER, Metal, Portable	piece	4	Within 90 days from receipt of Notice to Proceed
40	SIGN PEN (1.0 mm Black)	piece	40	Within 90 days from receipt of Notice to Proceed
41	SIGN PEN (1.0 mm Blue)	piece	10	Within 90 days from receipt of Notice to Proceed

42	STAPLER with built-in remover (standard size)	piece	5	Within 90 days from receipt of Notice to Proceed
43	TAPE, Double Sided, 1 inch	roll	8	Within 90 days from receipt of Notice to Proceed
44	TAPE, electrical	roll	2	Within 90 days from receipt of Notice to Proceed
45	TAPE FLAG ARROW, .47"X1.73" 20'Sx8 Flag Arrow W/Print (Sign Here, Important, Urgent)	roll	30	Within 90 days from receipt of Notice to Proceed
46	TAPE, packaging, 48mm	roll	5	Within 90 days from receipt of Notice to Proceed
47	WIPES, Multi-purpose, Compostable, Made from bamboo, 110 wipes	pack	10	Within 90 days from receipt of Notice to Proceed
48	LETTERHEAD (PCSD), A4 size	ream	1	Within 90 days from receipt of Notice to Proceed
49	LETTERHEAD (PCSD), Folio size (8.5 x 13)	ream	1	Within 90 days from receipt of Notice to Proceed
50	MANILA PAPER (5 pieces/pack)	pack	80	Within 90 days from receipt of Notice to Proceed
51	NOTE/POST-IT PAD, stick-on (0.5"x3")	pad	25	Within 90 days from receipt of Notice to Proceed
52	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves, with horizontal and vertical ruling	piece	48	Within 90 days from receipt of Notice to Proceed
53	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	Within 90 days from receipt of Notice to Proceed
54	PAPER, Multicopy (A4 size), 80gsm, size: 210mm x 297mm	ream	115	Within 90 days from receipt of Notice to Proceed
55	PAPER, Multicopy (Legal size), 80gsm, size: 216mm x 330mm	ream	60	Within 90 days from receipt of Notice to Proceed
56	SPECIALTY PAPER, A4, (same color as letterhead), 110GSM, 10 pc per pack	pack	30	Within 90 days from receipt of Notice to Proceed
57	SPECIALTY PAPER, Legal, (same color as letterhead), 110GSM, 10 pc per pack	pack	20	Within 90 days from receipt of Notice to Proceed
58	TOILET TISSUE PAPER 3-ply sheets, 400 pulls, 12 rolls per pack	pack	12	Within 90 days from receipt of Notice to Proceed
59	THERMOGUN	piece	1	Within 90 days from receipt of Notice to Proceed
60	DISINFECTANT SPRAY, aerosol type, 400-550 grams	piece	4	Within 90 days from receipt of Notice to Proceed
61	LAMP, LED Desk Lamp, Dimmable Office Lamp with Adjustable Arm	unit	1	Within 90 days from receipt of Notice to Proceed
62	PORTABLE EMERGENCY LIGHT, Rechargeable, two-level brightness	piece	2	Within 90 days from receipt of Notice to Proceed
63	ELECTRIC FAN, stand type	unit	2	Within 90 days from receipt of Notice to Proceed



64	ELECTRIC FAN, emergency rechargeable table fan with night light (pink color)	unit	1	Within 90 days from receipt of Notice to Proceed
65	ELECTRIC FAN, emergency rechargeable table fan with night light (white color)	unit	2	Within 90 days from receipt of Notice to Proceed
66	PRINTER TONER, for DEVELOP Ineo+, Black ink (TN321K)	unit	2	Within 90 days from receipt of Notice to Proceed
67	PRINTER TONER, for DEVELOP Ineo+, Cyan ink (TN321C)	unit	2	Within 90 days from receipt of Notice to Proceed
68	PRINTER TONER, for DEVELOP Ineo+, Magenta ink (TN321M)	unit	2	Within 90 days from receipt of Notice to Proceed
69	PRINTER TONER, for DEVELOP Ineo+, Yellow ink (TN321Y)	unit	2	Within 90 days from receipt of Notice to Proceed
70	TONER FOR PHOTOCOPIER/PRINTER, Samsung Xpress, JC68-03468A01, multi-color: • Cyan (C404S) • Magenta (M404S) • Yellow (Y404S) • Black (K404S)	unit	2	Within 90 days from receipt of Notice to Proceed
71	MOUSE, pebble modern, slim, and silent Bluetooth/wireless, rechargeable	unit	4	Within 90 days from receipt of Notice to Proceed
72	NOISE CANCELLING HEADPHONES, with mic	unit	2	Within 90 days from receipt of Notice to Proceed
73	FACE MASK (KF94, disposable, 4 layer nonwoven protection filter 3D antiviral, assorted colors) 10 pcs per pack	box	100	Within 90 days from receipt of Notice to Proceed
74	BINDING AND PUNCHING MACHINE, Legal size	unit	1	Within 90 days from receipt of Notice to Proceed
<b>EEED Common Office Supplies and Materials (Regular Fund)</b>				
1	Liquid hand sanitizer, 500ml	piece	6	Within 90 days from receipt of Notice to Proceed
2	Baygon Protector Multi Insect Killer 500ML/300ML - Long Lasting Protection All Purpose Insect Killer	piece	4	Within 90 days from receipt of Notice to Proceed
3	Bathroom Deodorizing	piece	8	Within 90 days from receipt of Notice to Proceed
4	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	8	Within 90 days from receipt of Notice to Proceed
5	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	8	Within 90 days from receipt of Notice to Proceed
6	NOTE PAD, stick on, (3" x 3") min	pad	8	Within 90 days from receipt of Notice to Proceed
7	PAPER, MULTICOPY, A4, 80GSM	ream	8	Within 90 days from receipt of Notice to Proceed
8	PAPER, MULTICOPY, LEGAL, 80GSM	ream	8	Within 90 days from receipt of Notice to Proceed

9	PAPER, MULTI-PURPOSE, A4, 70GSM	ream	19	Within 90 days from receipt of Notice to Proceed
10	PAPER, MULTI-PURPOSE, LEGAL, 70GSM	ream	19	Within 90 days from receipt of Notice to Proceed
11	TOILET TISSUE PAPER, 2-PLY, 100% RECYCLED	roll	40	Within 90 days from receipt of Notice to Proceed
12	BATTERY, DRY CELL, SIZE AA	Piece	9	Within 90 days from receipt of Notice to Proceed
13	BATTERY, DRY CELL, SIZE AAA	piece	9	Within 90 days from receipt of Notice to Proceed
14	TAPE, MASKING, 24MM	piece	19	Within 90 days from receipt of Notice to Proceed
15	TAPE, TRANSPARENT, 24MM	piece	19	Within 90 days from receipt of Notice to Proceed
16	THERMO GUN	piece	1	Within 90 days from receipt of Notice to Proceed
17	AIR FRESHENER, AEROSOL TYPE	piece	10	Within 90 days from receipt of Notice to Proceed
18	BROOM, SOFT, TAMBO	piece	3	Within 90 days from receipt of Notice to Proceed
19	CLEANER, TOILET AND URINAL	piece	8	Within 90 days from receipt of Notice to Proceed
20	DETERGENT POWDER, ALL-PURPOSE, 1KG	piece	6	Within 90 days from receipt of Notice to Proceed
21	DISINFECTANT, AEROSOL TYPE	piece	4	Within 90 days from receipt of Notice to Proceed
22	LIQUID HAND SOAP, 500ML	piece	8	Within 90 days from receipt of Notice to Proceed
23	FURNITURE CLEANER, AEROSOL TYPE	piece	8	Within 90 days from receipt of Notice to Proceed
24	TRASHBAG, GPP SPECS, BLACK, 940MMX1016MM	piece	8	Within 90 days from receipt of Notice to Proceed
25	DUST PAN, NON-RIGID PLASTIC	piece	4	Within 90 days from receipt of Notice to Proceed
26	DATING AND STAMPING MACHINE	piece	1	Within 90 days from receipt of Notice to Proceed
27	FLASH DRIVE, 16TB	piece	4	Within 90 days from receipt of Notice to Proceed
28	CORRECTION TAPE, 8M	piece	6	Within 90 days from receipt of Notice to Proceed
29	FILE ORGANIZER, EXPANDING, PLASTIC LEGAL	piece	8	Within 90 days from receipt of Notice to Proceed
30	FOLDER, L-TYPE, A4	piece	9	Within 90 days from receipt of Notice to Proceed

31	FOLDER, L-TYPE, LEGAL	piece	9	Within 90 days from receipt of Notice to Proceed
32	MARKER, WHITEBOARD, BLACK	piece	19	Within 90 days from receipt of Notice to Proceed
33	MARKER, WHITEBOARD, BLUE	piece	19	Within 90 days from receipt of Notice to Proceed
34	MARKER, WHITEBOARD, RED	piece	19	Within 90 days from receipt of Notice to Proceed
35	PAPER CLIP, VINYL/PLASTIC COATED, 33MM	piece	9	Within 90 days from receipt of Notice to Proceed
36	PAPER CLIP, VINYL/PLASTIC COATED, 50MM	piece	9	Within 90 days from receipt of Notice to Proceed
37	PENCIL, LEAD, WITH ERASER	piece	40	Within 90 days from receipt of Notice to Proceed
38	BLADE, FOR GENERAL PURPOSE CUTTER/UTILITY KNIFE	piece	4	Within 90 days from receipt of Notice to Proceed
39	PENCIL SHARPENER, MANUAL, SINGLE CUTTER HEAD	piece	1	Within 90 days from receipt of Notice to Proceed
40	INK CARTRIDGE, HP L0S63AA (hp955XL) CYAN	piece	1	Within 90 days from receipt of Notice to Proceed
41	INK CARTRIDGE, HP L0S63AA (hp955XL) MAGENTA	piece	1	Within 90 days from receipt of Notice to Proceed
42	INK CARTRIDGE, HP L0S63AA (hp955XL) YELLOW	piece	1	Within 90 days from receipt of Notice to Proceed
43	INK CARTRIDGE, HP L0S63AA (hp955XL) BLACK	piece	1	Within 90 days from receipt of Notice to Proceed
44	CLEARBOOK, 20 TRANSPARENT POCKETS , A4	piece	9	Within 90 days from receipt of Notice to Proceed
45	CLEARBOOK, 20 TRANSPARENT POCKETS , LEGAL	piece	9	Within 90 days from receipt of Notice to Proceed
46	SIGN PEN, BLACK .7	piece	9	Within 90 days from receipt of Notice to Proceed
47	KONICA MINOLTA A0V306F YELLOW HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	piece	1	Within 90 days from receipt of Notice to Proceed
48	KONICA MINOLTA A0V306F MAGENTA HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	piece	1	Within 90 days from receipt of Notice to Proceed
49	KONICA MINOLTA A0V306F BLACK HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	piece	1	Within 90 days from receipt of Notice to Proceed
50	KONICA MINOLTA A0V306F CYAN HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	piece	1	Within 90 days from receipt of Notice to Proceed

51	HP OFFICEJET PRO 7740-HP 952XL BLACK HIGH YIELD ORIGINAL INK CARTRIDGE (F6U19AN)	piece	1	Within 90 days from receipt of Notice to Proceed
52	HP OFFICEJET PRO 7740-HP 952XL CYAN HIGH YIELD ORIGINAL INK CARTRIDGE (L0S61AN)	piece	1	Within 90 days from receipt of Notice to Proceed
53	HP OFFICEJET PRO 7740-HP 952XL MAGENTA HIGH YIELD ORIGINAL INK CARTRIDGE (L0S64AN)	piece	1	Within 90 days from receipt of Notice to Proceed
54	HP OFFICEJET PRO 7740-HP 952XL YELLOW HIGH YIELD ORIGINAL INK CARTRIDGE (L0S67AN)	piece	1	Within 90 days from receipt of Notice to Proceed
55	SPECIAL PAPER FOR CERTIFICATES	piece	4	Within 90 days from receipt of Notice to Proceed
56	HIGHLIGHTER	piece	9	Within 90 days from receipt of Notice to Proceed
57	PHOTO PAPER	piece	4	Within 90 days from receipt of Notice to Proceed
58	DOUBLE SIDED TAPE	piece	4	Within 90 days from receipt of Notice to Proceed
59	LIFE VEST /LIFE JACKET (FOR EMERGENCY PURPOSE - FOR TRAVEL)	piece	6	Within 90 days from receipt of Notice to Proceed
60	WATER DESPENSER (PSDTI)	piece	1	Within 90 days from receipt of Notice to Proceed
61	15.6-inch new computer bag computer bag laptop shoulders business laptop bag men and women	piece	4	Within 90 days from receipt of Notice to Proceed
62	Outdoor Travel Portable Mini Portable First Aid Kits Medical Small Medicine Box Medicine Dispensing Bag Storage Bag First-Aid Kit	piece	1	Within 90 days from receipt of Notice to Proceed
63	FUJIFILM Fuji camera bag XT200 XT30 T10 XE3 XA7 A5 A3 XE4 XT4 XS10 holster base	piece	1	Within 90 days from receipt of Notice to Proceed
<b>DMO South Common Office Supplies and Equipment (Regular Fund)</b>				
1	Notepad, stick on, 50mm x 76mm (2" x3")min	pad	12	Within 90 days from receipt of Notice to Proceed
2	PAPER, MULTICOPY, A4, 80 gsm	ream	70	Within 90 days from receipt of Notice to Proceed
3	PAPER, MULTICOPY, Legal, 80gsm	ream	30	Within 90 days from receipt of Notice to Proceed
4	GLUE, all purpose	piece	5	Within 90 days from receipt of Notice to Proceed
5	TAPE, packaging, 48mm	roll	6	Within 90 days from receipt of Notice to Proceed
6	ELECTRIC FAN, stand type	unit	2	Within 90 days from receipt of Notice to Proceed
7	LIGHT BULB, Light Emitting Diode (LED)	piece	5	Within 90 days from receipt of Notice to Proceed

8	BROOM, soft, tambo	piece	2	Within 90 days from receipt of Notice to Proceed
9	BROOM, stick, ting-ting	piece	2	Within 90 days from receipt of Notice to Proceed
10	DETERGENT BAR, 140g	pack	2	Within 90 days from receipt of Notice to Proceed
11	DETERGENT POWDER, all-purpose, 1kg	pack	2	Within 90 days from receipt of Notice to Proceed
12	DISINFECTANT SPRAY, aerosol type	bottle	2	Within 90 days from receipt of Notice to Proceed
13	SODIUM HYPOCHLORITE, 3.785 liters	bottle	2	Within 90 days from receipt of Notice to Proceed
14	LIQUID HAND SOAP, 500mL	bottle	1	Within 90 days from receipt of Notice to Proceed
15	MOPHANDLE, heavy duty, screw type	piece	1	Within 90 days from receipt of Notice to Proceed
16	RAGS, all cotton	bundle	2	Within 90 days from receipt of Notice to Proceed
17	MOUSE, WIRELESS, USB	piece	3	Within 90 days from receipt of Notice to Proceed
18	CLIP, backfold, 32mm	box	10	Within 90 days from receipt of Notice to Proceed
19	MARKER, permanent, black, bullet type	piece	10	Within 90 days from receipt of Notice to Proceed
20	PAPER CLIP, vinyl/plastic coated, 50mm	box	12	Within 90 days from receipt of Notice to Proceed
21	LOGO PAPER (PCSDS) A4	ream	2	Within 90 days from receipt of Notice to Proceed
22	PENCIL, lead, with eraser	piece	24	Within 90 days from receipt of Notice to Proceed
23	RUBBER BAND, No. 18	box	1	Within 90 days from receipt of Notice to Proceed
24	DATING AND STAMPING MACHINE	set	1	Within 90 days from receipt of Notice to Proceed
25	PUNCHER, paper, heavy duty	piece	2	Within 90 days from receipt of Notice to Proceed
26	PHILIPPINE NATIONAL FLAG	piece	1	Within 90 days from receipt of Notice to Proceed
27	Ink EPSON L6170 (001 Sets of Cyan, Magenta, Yellow and Black )	set	1	Within 90 days from receipt of Notice to Proceed
28	Ink for EPSON L565 (664 sets of Cyan, Megenta, Yellow and Black)	set	3	Within 90 days from receipt of Notice to Proceed
29	Flash Drive 32gb	piece	10	
30	Adjustable portable laptop stand	piece	5	

31	Leverarcfile	piece	20	
32	Folder Ordinary (long)	piece	100	
33	Folder Ordinary (A4)	piece	50	
34	Ballpen (Black)	piece	100	
35	Mega Box 20L	piece	3	
36	50 pcs in a box, Face-lifting Butterfly Mask More Effectively Protect The Nasal Cavity Face Mask	box	4	
37	Ready Stock Ultra Slim USB Hub 4-port USB 2.0 hub Black White High Quality DRP	piece	2	
38	Rolled tissue (12 rolls in a pack)	pack	6	
39	Alcohol 70% Isoprophyl , scented, 1 gallon	gal	3	
40	Notebook, Stenographer	piece	24	
41	BATTERY, dry Cell, size AA	piece	10	
42	BATTERY, dry Cell, size AAA	piece	5	
43	DUST PAN, non-rigid plastic	piece	1	
44	DATA FILE BOX made of chipboard with closed ends	piece	20	
45	ENVELOPE, DOCUMENTARY, for legal size document	box	1	
46	FOLDER, pressboard, size: 240mm x 370mm (-5mm)	box	1	
47	HANDBOOK (RA 9184), 8th edition	piece	1	
<b>DMD North Common Office Supplies and Equipment (Regular Fund)</b>				
1	INSECTICIDE, aerosol type	can	6	Within 90 days from receipt of Notice to Proceed
2	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20	Within 90 days from receipt of Notice to Proceed
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	25	Within 90 days from receipt of Notice to Proceed
4	PAPER, MULTICOPY, A4, 80 gsm/ream	ream	40	Within 90 days from receipt of Notice to Proceed
5	GLUE, all purpose (200 grams)	jar	3	Within 90 days from receipt of Notice to Proceed
6	TAPE, electrical 16m	roll	6	Within 90 days from receipt of Notice to Proceed
7	TAPE, packaging, 48mmx30m	roll	10	Within 90 days from receipt of Notice to Proceed
8	LIGHT BULB, Light Emitting Diode (LED) 12 watts	tube	15	Within 90 days from receipt of Notice to Proceed

9	BROOM, soft, tambo	piece	5	Within 90 days from receipt of Notice to Proceed
10	BROOM, stick, ting-ting	piece	5	Within 90 days from receipt of Notice to Proceed
11	CLEANER, toilet bowl and urinal, 900ml-1000ml cap	bottle	20	Within 90 days from receipt of Notice to Proceed
12	CLEANSER, (scouring) powder, 350g min, in canister	cannis	20	Within 90 days from receipt of Notice to Proceed
13	DETERGENT BAR, 140 grams as packed	bar	20	Within 90 days from receipt of Notice to Proceed
14	DETERGENT POWDER, all-purpose, one(1) kg	pack	20	Within 90 days from receipt of Notice to Proceed
15	LIQUID HAND SANITIZER, 500mL	bottle	10	Within 90 days from receipt of Notice to Proceed
16	Rags,rectangular size (SIZE: W-48cm H-35cm)	piece	10	Within 90 days from receipt of Notice to Proceed
17	CLIP, backfold, 32mm/box	box	5	Within 90 days from receipt of Notice to Proceed
18	MAGAZINE FILE BOX, large size, made of chipboard	piece	10	Within 90 days from receipt of Notice to Proceed
19	PAPER CLIP, vinyl/plastic coated, length: 48mm	box	20	Within 90 days from receipt of Notice to Proceed
20	CUTTER/UTILITY KNIFE, for general purpose	piece	6	Within 90 days from receipt of Notice to Proceed
21	Ordinary Black Ballpen, (50pcs/Box)	box	1	Within 90 days from receipt of Notice to Proceed
22	Index Card per pack 500 pcs. (SIZE: 1/2)	piece	5	Within 90 days from receipt of Notice to Proceed
23	File Separator Card per set 12 pcs (SIZE: A4)	piece	5	Within 90 days from receipt of Notice to Proceed
24	Expanding Folder per piece (SIZE: Legal)	piece	40	Within 90 days from receipt of Notice to Proceed
25	Disposable Facemask, 3 ply (50pcs/Box) Black	box	20	Within 90 days from receipt of Notice to Proceed
26	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	15	Within 90 days from receipt of Notice to Proceed
27	BATTERY, dry Cell, size AA 1.5 volts, alkaline	pack	20	Within 90 days from receipt of Notice to Proceed
28	BATTERY, dry Cell, size AAA 1.5 volts, alkaline	pack	20	Within 90 days from receipt of Notice to Proceed
29	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	Within 90 days from receipt of Notice to Proceed
30	ENVELOPE, expanding, kraftboard for legal size doc	box	1	Within 90 days from receipt of Notice to Proceed

31	MARKER, permanent, bullet type, black	piece	30	Within 90 days from receipt of Notice to Proceed
32	Pencil, Lead, with eraser cased hardness	dozen	4	Within 90 days from receipt of Notice to Proceed
33	MARKER, permanent, bullet type, black	piece	20	Within 90 days from receipt of Notice to Proceed
<b>DMD Calamian Common Office Supplies and Equipment (WMF)</b>				
1	Toilet tissue paper 2-ply, 100% recycled (12 per pack)	pack	48	Within 90 days from receipt of Notice to Proceed
2	Tissue, interfolded paper towel (12 per pack)	pack	48	Within 90 days from receipt of Notice to Proceed
3	Rags all cotton (12/bundle)	bundle	12	Within 90 days from receipt of Notice to Proceed
4	Trash bag, GPP specs, black, 340mm x 1016mm (per pack)	pack	12	Within 90 days from receipt of Notice to Proceed
5	WASTE BASKET, non-rigid plastic	piece	6	Within 90 days from receipt of Notice to Proceed
6	Sign pen black	piece	12	Within 90 days from receipt of Notice to Proceed
7	Sign pen blue	piece	12	Within 90 days from receipt of Notice to Proceed
8	foldable mini table (hard plastic) 1m x 39.5in (off white)	piece	3	Within 90 days from receipt of Notice to Proceed
9	rectangular cotton cloth solid color door mats/rugs (40x60 cm, thick quality)	piece	24	Within 90 days from receipt of Notice to Proceed
10	5-layer steel boltless heavy duty shelf (black; Dimensions: 1830mm H x 1000mm W x 300 mm D; Sturdy industrial strength steel construction; adjustable)	piece	2	Within 90 days from receipt of Notice to Proceed
11	360° Rotating Head Easy Magic Floor Mop Bucket 2 Head Microfiber Spinning (Complete Set)	set	1	Within 90 days from receipt of Notice to Proceed
12	A3 bond paper GSM 80	ream	4	Within 90 days from receipt of Notice to Proceed
13	multipurpose cleaning bleach	gal	28	Within 90 days from receipt of Notice to Proceed
14	Mask KF94 Face Mask Non-woven Protection Filter 3D Anti-Viral Mask (grey)	piece	500	Within 90 days from receipt of Notice to Proceed
15	plastic flowerpots octagonal white with catch plate (10.5x7")	piece	24	Within 90 days from receipt of Notice to Proceed
16	waterproof tarpal with eyelets (SunandRain protection/Truck Cover) 12x12feet	piece	2	Within 90 days from receipt of Notice to Proceed
17	Nylon rope no.8 4mm 200 meters per roll	roll	2	Within 90 days from receipt of Notice to Proceed



18	ARCH FILE/ DATA FOLDER TAGLIA LOCK/Lever Archfile A4 (green)	piece	18	Within 90 days from receipt of Notice to Proceed
19	Super Absorbent Microfiber Towel Car Care Wash Clean Auto Detailing Cloth 30x30cm	piece	2	Within 90 days from receipt of Notice to Proceed
<b>DMD Calamian Common Office Supplies and Equipment (Regular Fund)</b>				
1	Detergent Powder 1 kg all-purpose	pack	12	Within 90 days from receipt of Notice to Proceed
2	DISINFECTANT SPRAY, aerosol type (500ml)	can	14	Within 90 days from receipt of Notice to Proceed
3	INSECTICIDE, aerosol type (500ml)	can	14	Within 90 days from receipt of Notice to Proceed
4	CLIP, backfold, 19mm	box	2	Within 90 days from receipt of Notice to Proceed
5	CLIP, backfold, 25mm	box	2	Within 90 days from receipt of Notice to Proceed
6	CLIP, backfold, 32mm	box	2	Within 90 days from receipt of Notice to Proceed
7	CLIP, backfold, 50mm	box	2	Within 90 days from receipt of Notice to Proceed
<b>EZMED Common Office Supplies and Equipment (WMF)</b>				
1	Ink for Brother T310w Black	bot	10	Within 90 days from receipt of Notice to Proceed
2	Ink for Brother T310w Cyan	bot	10	Within 90 days from receipt of Notice to Proceed
3	Ink for Brother T310w Magenta	bot	10	Within 90 days from receipt of Notice to Proceed
4	Ink for Brother T310w yellow	bot	10	Within 90 days from receipt of Notice to Proceed
5	Toner Cart, Brother MFC-L3770 CDW Black	cart	3	Within 90 days from receipt of Notice to Proceed
6	Toner Cart, Brother MFC-L3770 CDW yellow	cart	3	Within 90 days from receipt of Notice to Proceed
7	Toner Cart, Brother MFC-L3770 CDW magenta	cart	3	Within 90 days from receipt of Notice to Proceed
8	Toner Cart, Brother MFC-L3770 CDW cyan	cart	3	Within 90 days from receipt of Notice to Proceed
9	Rechargeable Table Fan	unit	2	Within 90 days from receipt of Notice to Proceed
10	Disposable Face Mask, Kf94 (black & white)	box	10	Within 90 days from receipt of Notice to Proceed
11	Nitrile Gloves (S, M, & L)	box	5	Within 90 days from receipt of Notice to Proceed
12	Surgical Gloves (S, M, & L)	box	10	Within 90 days from receipt of Notice to Proceed

13	Logo Paper (A4) PCSDS	ream	10	Within 90 days from receipt of Notice to Proceed
14	Logo Paper (A4) PCSD	ream	10	Within 90 days from receipt of Notice to Proceed
15	Pen holder multipurpose stationery, metal mesh	piece	5	Within 90 days from receipt of Notice to Proceed
16	Glue, all purpose (118ml)	bot	10	Within 90 days from receipt of Notice to Proceed
17	Multifunction Desk lamp with pen holder	piece	2	Within 90 days from receipt of Notice to Proceed
<b>EZMED Common Office Supplies and Equipment (Regular Fund)</b>				
1	'NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40	Within 90 days from receipt of Notice to Proceed
2	TAPE, packaging, 48mm	roll	50	Within 90 days from receipt of Notice to Proceed
3	LIGHT BULB, Light Emitting Diode (LED)	piece	5	Within 90 days from receipt of Notice to Proceed
4	FOLDER, L-type, A4	pack	3	Within 90 days from receipt of Notice to Proceed
5	FOLDER, L-type, legal	pack	3	Within 90 days from receipt of Notice to Proceed
6	MARKER, whiteboard, black	piece	10	Within 90 days from receipt of Notice to Proceed
7	MARKER, whiteboard, blue	piece	10	Within 90 days from receipt of Notice to Proceed
8	MARKER, permanent, black, bullet type	piece	10	Within 90 days from receipt of Notice to Proceed
9	MARKER, permanent, blue, bullet type	piece	10	
10	CUTTER/UTILITY KNIFE, for general purpose	piece	10	
11	DATING AND STAMPING MACHINE	piece	1	Within 90 days from receipt of Notice to Proceed
12	PUNCHER, paper, heavy duty	piece	1	Within 90 days from receipt of Notice to Proceed
13	MONOBLOC CHAIR, beige	piece	3	Within 90 days from receipt of Notice to Proceed
14	MONOBLOC TABLE, beige	piece	1	Within 90 days from receipt of Notice to Proceed
15	photo paper, inkjet matte 200gsm	pack	4	Within 90 days from receipt of Notice to Proceed
16	Ballpen (black)	box	15	Within 90 days from receipt of Notice to Proceed
17	Ballpen (blue)	box	15	Within 90 days from receipt of Notice to Proceed

18	Battery, CR123A	piece	20	Within 90 days from receipt of Notice to Proceed
19	Disposable transparent gloves	box	2	Within 90 days from receipt of Notice to Proceed
20	Nylon Plastic Cable tie 12" (100pcs/pack)	pack	1	Within 90 days from receipt of Notice to Proceed
21	Nylon Plastic Cable tie 8" (100pcs/pack)	pack	1	Within 90 days from receipt of Notice to Proceed
22	Nylon Plastic Cable tie 4" (100pcs/pack)	pack	1	Within 90 days from receipt of Notice to Proceed
23	Resealable Plastic Storage Bag, 28x40cm, extra heavy duty, (100pcs/pack)	pack	1	Within 90 days from receipt of Notice to Proceed
<i>-nothing follows-</i>				

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that

they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

**Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

Item	Specification	Statement of Compliance
		<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>
	<b>AFD Common Office Supplies and Equipment</b>	
1	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs	
2	TISSUE, interfolded paper towel	
3	BATTERY, dry cell, AA, 4 pieces per blister pack	
4	TWINE, plastic, one (1) kilo per roll	
5	Roller Correction Tape White, 32M*5MM	
6	ENVELOPE, mailing, white, 70gsm, 100 pcs	
7	Plastic Expandable envelope with divider/pockets	
8	Universal Kraft Clasp Envelope, A4/long Size, 100/box	
9	Paper Trimmer Heavy Duty Wood/metal Base (A3)	
10	L-Type Folder (Clear) 100 pcs long	
11	L-Type Folder (Clear) 100 pcs A4	
12	File System (lever arc) Long, blue	
13	Velum 100 A4 (500's)	
14	Morocco Cut A4 (Ream)	
15	Bond Paper Assorted Color A4 (ream)	
16	PVC Cover (Acetate)long Size, 100pcs	

17	PVC Cover (Acetate) A4 Size, 100pcs	
18	RUBBER BAND, 70mm min lay flat length (#18)	
19	CALCULATOR, compact, 12 digits	
20	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	
21	Sign Pen 0.3mm	
22	Ballpen (blue/red)	
23	Japanese/nylon Cord Medium Size, Cream, 36 Yards	
24	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
25	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
26	Battery Button CR2032	
27	Battery AA Rechargeable 4pcs per pack	
28	Battery AAA Rechargeable 4pcs per pack	
29	9V Battery 1 pc per pack	
30	Cloth / Duct Tape (Silver)	
31	Double Sided Tape 1/2"	
32	Double Sided Tape 1"	
33	Ring Binder 2"	
34	Ring Binder 5/8"	
35	Ring Binder 1/2"	
36	Ring Binder 1/4"	
37	Staple Less Stapler	
38	TAPE, ELECTRICAL, 18mm x 16M min	
39	TAPE, PACKAGING, width: 48mm (±1mm)	
40	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	
41	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	
42	Bond Paper, 80 Gsm, 8.5x14	
43	Record Book, 200 Pages	
44	Nitrile Gloves Blue, Medium, 100 pcs (50 Pairs)	
45	Nitrile Gloves Blue, Large 100 pcs (50 Pairs)	
46	KN 95, white (10Pcs)	
47	BROOM, soft (tambo)	
48	BROOM, STICK (TING-TING), usable length: 760mm min	

49	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
50	CLEANSER, SCOURING POWDER, 350g min./can	
51	DETERGENT BAR, 140 grams as packed	
52	DETERGENT POWDER, all purpose, 1kg	
53	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
54	Multi-Purpose Liquid Disinfectant 100ml	
55	All Purpose Disinfectant Cleaner, Anti-Bacterial, 3.7 L (1gal)	
56	Bleach, 3.7 Liters	
57	INSECTICIDE, aerosol type, net content: 600ml min	
58	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	
59	Glass Cleanser Liquid with Spray Pump, 250ml	
60	Hedge Shear Cutter	
61	Leaf Garden Rake Steel	
62	Plastic Pot with Tray, Green/Maroon (large)	
63	TRASHBAG, small, plastic, transparent, 10pcs/roll	
64	TRASHBAG, Large, plastic, transparent, 10pcs/roll	
65	TRASHBAG, XL, plastic, transparent, 10pcs/roll	
66	Paint Brush (for cleaning purposes)	
67	Automatic Air Freshener 269ml/175g good for 60 days includes -automatic spray unit-refill canister 269 ml-2 N AA Batteries	
68	Automatic Air Freshener Dispenser refill	
69	Deodorizer, 100 grams	
70	Door Mat (fabric) dark color	
71	RAGS, round, all cotton	
72	disinfecting foot mat	
73	Wall-mounted Bathroom Tissue Dispenser Round Pap (for Jumbo Tissue), metal	
74	Jumbo Roll Tissue, 2 ply, 250 meters	
75	TOILET TISSUE PAPER, 2-ply, 100% recycled (12 rolls)	
76	Automatic Hand Dryer	
77	PHILIPPINE NATIONAL FLAG, 100% polyester	
78	LED Lamp 13W	

79	LED Lamp 12W	
80	LED Lamp 9W	
81	Office table fan with led light	
82	Flash Light (LED, Rechargeable)	
83	Rain Coat (poncho type)	
84	Raincoat Jacket and Pants set	
85	Storage Box 30L Capacity, Grey	
86	Storage Box 95L Capacity	
87	DYMO S0847750 Labelling tape 3-piece set Tape colour: Blue, Black, Red Font colour: White 9 mm (3m)	
88	Thermal Paste (4g) (Artic Mx-4 grease cpu)	
89	RJ45 (100 pcs per box)	
90	RJ11 (100 pcs per box)	
91	D60 Electronic Soldering Iron Kit with Temperature Control	
92	Wireless Rechargeable Keyboard and Mouse	
93	Solder Lead, 100g 0.5mm / 0.6mm / 1.0mm 99.7% Sn 0.3% Cu Lead-free Rosin Core Solder Wire with Flux and Low Melting Point for Electric Soldering Iron	
94	HDMI Cables (5M) High Speed HDMI Cable V1.4 3D Full HD 1080P	
95	Mini HDMI to HDMI (Type-A)	
96	Electrical Tape (.16mm x 19mm x 4m)	
97	ACK-E12 Power AC Adoptor for Canon Digital EOS M M2 M10 M50 M100 Cameras	
98	9v Power Supply	
99	USB 3.0 to SATA III Hard Ddrive Adapter	
100	XLR Cables 3ft	
101	RCA to AUX cable 1ft	
102	Punch Down Tool, Spring Loaded	
103	LAN Tester	
104	crimping tool	
105	Electric current tester	
106	Car Air Freshener (Tittle Trees)	
107	KWS-912V USB Boost Cable 5V Step Up to 9V 12V Adjustable Voltage Converter Transformer DC Power	



108	Rain Coat (poncho type) (Dark Green)	
109	Rain Coat Jacket and Pants set (Black)	
110	Safety Vest Reflective high visible construction	
111	High Visible Elastic Reflective Safety Vest	
<b>OED Common Office Supplies and Equipment</b>		
1	INSECTICIDE, aerosol type	
2	TISSUE, interfolded paper towel	
3	BATTERY, dry cell, AA, 2 pieces per blister pack	
4	BATTERY, dry cell, AAA, 2 pieces per blister pack	
5	PAPER, multicopy, 80gsm, A4	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
7	FOLDER, L-TYPE, PLASTIC, for A4 size documents	
8	PVC Cover A4 Size (100pcs)	
9	PAPER, assorted colored paper, size: 210mm x 297mm(A4)	
10	Double sided tape (9mm)	
11	Plastic Paper Fastener	
12	Arc Lever File	
13	Sign Pen Black (1.0)	
14	Rechargeable Battery AA (4 Pcs per pack)	
15	Rechargeable Battery AAA (4 Pcs per pack)	
16	Portable printer ink set (Epson Workforce WF 100)	
17	USB type C to 3.5 mm Headphone jack adapter DAC Type-C 3.5mm Earphone Adaptor	
18	Wireless Car Charger	
19	Double-sided retractable glass sponge wiper squeegee with long handle adjustable up to 10cm	
20	AGC LED (10meters with Plug) Warm White, 220V SMD5730 Waterproof Flexible led Strip 114 Led	
21	PRINTER INK BOTTLE, Epson L6190(Black)	
22	Face Mask (KN95, 10pcs per box)	
23	Isopropyl Alcohol (330ml, Spray Bottle,Blue)	
24	Car Scent Air Freshener (Little Tree, Strawberry)	
25	Coffee Maker Machine espresso	

26	Seat Cover for Swivel Chair	
27	back seat support for office chair/ spine support	
28	Vacuum Cleaner Handheld Cordless Stick Aspirator lightweight	
<b>EMED Common Office Supplies and Equipment (EMES)</b>		
1	Reagents, Nitra Ver Reagents, Powder Pillows (100/pack)	
2	Reagents, Phos Ver Reagents, Powder Pillows (100/pack)	
3	Test Tube Brush (big)	
4	KN95 FACE MASK (10's)	
5	Brother BT6000 BK (ink for Brother T700 W printer)	
6	Brother BT5000 M (ink for Brother T700 W printer)	
7	Brother BT5000 Y (ink for Brother T700 W printer)	
8	Brother BT5000 C (ink for Brother T700 W printer)	
9	Epson Ink Bottles Black 003	
10	Epson Ink Bottles Cyan 003	
11	Epson Ink Bottles Yellow 003	
12	Epson Ink Bottles Magenta 003	
13	MOUSE, WIRELESS, USB (Trackball Logitech M570 Optical Wireles)	
<b>EMED Common Office Supplies and Equipment (KRM)</b>		
1	INSECTICIDE, aerosol type, net content: 600ml min	
2	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
4	PAPER, Multi-Purpose (COPY) A4, 80 gsm	
5	PAPER, Multi-Purpose (COPY) Legal, 80 gsm	
6	TOILET TISSUE PAPER, 2-ply, 100% recycled	
7	BATTERY, dry cell, AA, 2 pieces per blister pack	
8	BATTERY, dry cell, AAA, 2 pieces per blister pack	
9	GLUE, all purpose, gross weight: 200 grams min	
10	TAPE, PACKAGING, width: 48mm (±1mm)	
11	Beaker Brush Large	
12	Erlenmeyer Flask (Conical) Brush Large	
13	Test Tube Brush (Large)	

14	BROOM, soft (tambo)	
15	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
16	CLEANSER, SCOURING POWDER, 350g min./can	
17	DETERGENT BAR, 140 grams as packed	
18	DETERGENT LIQUID, gallon (salato)	
19	Dishwashing liquid, 495ml	
20	Liquid bleach, gallon	
21	Test tube rack	
22	Disodium hydrogen phosphate heptahydrate, 500g	
23	Monopotassium Phosphate, 500g	
24	Dipotassium Phosphate, 500g	
25	Ammonium chloride, 500g	
26	Manganese (II) sulfate, 500g	
27	Glass Funnel	
28	Filter Paper 934AH, 47 mm diameter	
29	Aspirator (rubber bulb)	
30	Separatory Funnel, 2000ml	
31	Beaker, 500ml	
32	Beaker, 300ml	
33	MOUSE, WIRELESS, USB (Trackball Logitech M570 Optical Wireless)	
34	DATA FILE BOX, made of chipboard, with closed ends	
35	DATA FOLDER, made of chipboard, taglia lock	
36	MAGAZINE FILE BOX, LARGE size, made of chipboard	
37	MARKER, whiteboard, black, felt tip, bullet type, box	
38	MARKER, whiteboard, blue, felt tip, bullet type, box	
39	MARKER, PERMANENT, bullet type, black, box	
40	MARKER, PERMANENT, bullet type, blue, box	
41	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
42	INK CART, EPSON C13T664100 (T6641), Black	
43	INK CART, EPSON C13T664200 (T6642), Cyan	
44	INK CART, EPSON C13T664300 (T6643), Magenta	

45	INK CART, EPSON C13T664400 (T6644), Yellow	
46	CLEARBOOK, 20 transparent pockets, for A4 size	
47	CLEARBOOK, 20 transparent pockets, for LEGAL size	
48	INK CART, EPSON L6170, Black	
49	INK CART, EPSON L6170, Magenta	
50	INK CART, EPSON L6170, Cyan	
51	INK CART, EPSON L6170, Yellow	
52	Brother DCP-T310 Ink - C-BT5000 M	
53	Brother DCP-T310 Ink - C-BT5000 Y	
54	Brother DCP-T310 Ink - C-BTD60 BK	
55	Brother DCP-T310 Ink - C-BT5000 C	
<b>EPRPD Common Office Supplies and Equipment (RMPD)</b>		
1	FILE SYSTEM (LEVER ARC) Legal	
2	FLOOR RAGS, Rectangle	
3	Ink for Epson WorkForce WF-100 (black and color pigment)	
4	LETTERHEAD, A4	
5	LETTERHEAD, Legal	
6	STORAGE BOX, 40L	
<b>EPRPD Common Office Supplies and Equipment (ECAN Zoning)</b>		
1	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	
2	BALLPEN (black), 50 pcs in bundle	
3	BALLPEN (blue), 50 pcs in bundle	
4	AIR HUMIDIFIER	
5	CUTTER/UTILITY KNIFE, for general purpose	
6	DATA FILE BOX, made of chipboard, with closed ends, Legal	
7	DATING AND STAMPING MACHINE	
8	FINGERTIP PULSE OXIMETER	
9	FOLDER, FANCY, for A4 size documents (50 pieces per bundle)	
10	FOLDER, FANCY, for legal size documents (50 pieces per bundle)	
11	FOLDER, L-type, plastic, A4, 50 pieces pack (Blue, Black, Yellow or Green only)	

12	FOLDER, L-type, plastic, Legal size, 50 pieces per pack (Blue, Black, Yellow or Green only)	
13	FOLDER, Morocco (A4 size), No Slide	
14	FOLDER, Morocco (8.5 x 13), No Slide	
15	FOLDER, Morocco (A4 size), With Slide	
16	FOLDER, Morocco (8.5 x 13), With Slide	
17	FOLDER, Ordinary (A4 size), No Slide	
18	FOLDER, Ordinary (8.5 x 13), No Slide	
19	FOLDER, Plastic (A4 size)	
20	FOLDER, Plastic (8.5 x 13)	
21	FOLDER, Pressboard/Expanding, Legal size	
22	FOLDER, Tagboard, A4, 100 pieces per pack	
23	FOLDER, Tagboard, Legal size, 100 pieces per pack	
24	MULTI-INSECT KILLER, 600mL	
25	PAPER CLIP, vinyl/plastic coat, length: 50mm min	
26	PENCIL, lead, w/ eraser, wood cased, hardness: HB (1 dozen/box)	
27	CLIP, backfold (6mm or ~1/4 inch) 12 pieces/ box	
28	CLIP, backfold (75mm or ~3 inches) 12 pieces/box	
29	COLORED PENS, 8 colors, pack	
30	ENVELOPE, Catalog string kraft (legal size)	
31	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100 pieces per box)	
32	FILE ORGANIZER, ACCORDION, Long, 12 pockets	
33	FOLDER DIVIDER / SEPARATOR, 8.5 x 13, 5 sets per pack	
34	FOLDER DIVIDER / SEPARATOR, A4, 5 sets per pack	
35	INDEX CARD, 5"x8", 50s/pack	
36	MARKER, permanent, broad type, black	
37	MARKER, permanent, bullet type, blue	
38	RING BINDER, plastic, 25 mm	
39	SHARPENER, Metal, Portable	
40	SIGN PEN (1.0 mm Black)	
41	SIGN PEN (1.0 mm Blue)	

42	STAPLER with built-in remover (standard size)	
43	TAPE, Double Sided, 1 inch	
44	TAPE, electrical	
45	TAPE FLAG ARROW, .47"X1.73" 20'Sx8 Flag Arrow W/Print (Sign Here, Important, Urgent)	
46	TAPE, packaging, 48mm	
47	WIPES, Multi-purpose, Compostable, Made from bamboo, 110 wipes	
48	LETTERHEAD (PCSD), A4 size	
49	LETTERHEAD (PCSD), Folio size (8.5 x 13)	
50	MANILA PAPER (5 pieces/pack)	
51	NOTE/POST-IT PAD, stick-on (0.5"x3")	
52	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves, with horizontal and vertical ruling	
53	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
54	PAPER, Multicopy (A4 size), 80gsm, size: 210mm x 297mm	
55	PAPER, Multicopy (Legal size), 80gsm, size: 216mm x 330mm	
56	SPECIALTY PAPER, A4, (same color as letterhead), 110GSM, 10 pc per pack	
57	SPECIALTY PAPER, Legal, (same color as letterhead), 110GSM, 10 pc per pack	
58	TOILET TISSUE PAPER 3-ply sheets, 400 pulls, 12 rolls per pack	
59	THERMOGUN	
60	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
61	LAMP, LED Desk Lamp, Dimmable Office Lamp with Adjustable Arm	
62	PORTABLE EMERGENCY LIGHT, Rechargeable, two-level brightness	
63	ELECTRIC FAN, stand type	
64	ELECTRIC FAN, emergency rechargeable table fan with night light (pink color)	
65	ELECTRIC FAN, emergency rechargeable table fan with night light (white color)	
66	PRINTER TONER, for DEVELOP Ineo+, Black ink (TN321K)	
67	PRINTER TONER, for DEVELOP Ineo+, Cyan ink (TN321C)	
68	PRINTER TONER, for DEVELOP Ineo+, Magenta ink (TN321M)	

69	PRINTER TONER, for DEVELOP Ineo+, Yellow ink (TN321Y)	
70	TONER FOR PHOTOCOPIER/PRINTER, Samsung Xpress, JC68-03468A01, multi-color: <ul style="list-style-type: none"> <li>• Cyan (C404S)</li> <li>• Magenta (M404S)</li> <li>• Yellow (Y404S)</li> <li>• Black (K404S)</li> </ul>	
71	MOUSE, pebble modern, slim, and silent Bluetooth/wireless, rechargeable	
72	NOISE CANCELLING HEADPHONES, with mic	
73	FACE MASK (KF94, disposable, 4 layer nonwoven protection filter 3D antiviral, assorted colors) 10 pcs per pack	
74	BINDING AND PUNCHING MACHINE, Legal size	
<b>EEED Common Office Supplies and Materials (Regular Fund)</b>		
1	Liquid hand sanitizer, 500ml	
2	Baygon Protector Multi Insect Killer 500ml/300ml - Long Lasting Protection All Purpose Insect Killer	
3	Bathroom Deodorizing	
4	NOTE PAD, stick on, 50mm x 76mm  (2" x 3") min	
5	NOTE PAD, stick on, 76mm x 100mm  (3" x 4") min	
6	NOTE PAD, stick on, (3" x 3") min	
7	PAPER, MULTICOPY, A4, 80GSM	
8	PAPER, MULTICOPY, LEGAL, 80GSM	
9	PAPER, MULTI-PURPOSE, A4, 70GSM	
10	PAPER, MULTI-PURPOSE, LEGAL, 70GSM	
11	TOILET TISSUE PAPER, 2-PLY, 100% RECYCLED	
12	BATTERY, DRY CELL, SIZE AA	
13	BATTERY, DRY CELL, SIZE AAA	
14	TAPE, MASKING, 24MM	
15	TAPE, TRANSPARENT, 24MM	
16	THERMO GUN	
17	AIR FRESHENER, AEROSOL TYPE	
18	BROOM, SOFT, TAMBO	

19	CLEANER, TOILET AND URINAL	
20	DETERGENT POWDER, ALL-PURPOSE, 1KG	
21	DISENFECTANT, AEROSOL TYPE	
22	LIQUID HAND SOAP, 500ML	
23	FURNITURE CLEANER, AEROSOL TYPE	
24	TRASHBAG, GPP SPECS, BLACK, 940MMX1016MM	
25	DUST PAN, NON-RIGID PLASTIC	
26	DATING AND STAMPING MACHINE	
27	FLASH DRIVE, 16TB	
28	CORRECTION TAPE, 8M	
29	FILE ORGANIZER, EXPANDING, PLASTIC LEGAL	
30	FOLDER, L-TYPE, A4	
31	FOLDER, L-TYPE, LEGAL	
32	MARKER, WHITEBOARD, BLACK	
33	MARKER, WHITEBOARD, BLUE	
34	MARKER, WHITEBOARD, RED	
35	PAPER CLIP, VINYL/PLASTIC COATED, 33MM	
36	PAPER CLIP, VINYL/PLASTIC COATED, 50MM	
37	PENCIL, LEAD, WITH ERASER	
38	BLADE, FOR GENERAL PURPOSE CUTTER/UTILITY KNIFE	
39	PENCIL SHARPENER, MANUAL, SINGLE CUTTER HEAD	
40	INK CATRIDGE, HP L0S63AA (hp955XL) CYAN	
41	INK CATRIDGE, HP L0S63AA (hp955XL) MAGENTA	
42	INK CATRIDGE, HP L0S63AA (hp955XL) YELLOW	
43	INK CATRIDGE, HP L0S63AA (hp955XL) BLACK	
44	CLEARBOOK, 20 TRANSPARENT POCKETS , A4	
45	CLEARBOOK, 20 TRANSPARENT POCKETS , LEGAL	
46	SIGN PEN, BLACK .7	



47	KONICA MINOLTA A0V306F YELLOW HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	
48	KONICA MINOLTA A0V306F MAGENTA HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	
49	KONICA MINOLTA A0V306F BLACK HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	
50	KONICA MINOLTA A0V306F CYAN HIGH YIELD LASER TONER CARTRIDGE MAGICOLOR 1600W,16550EN, 1680MF, 1690MF	
51	HP OFFICEJET PRO 7740-HP 952XL BLACK HIGH YIELD ORIGINAL INK CARTRIDGE (F6U19AN)	
52	HP OFFICEJET PRO 7740-HP 952XL CYAN HIGH YIELD ORIGINAL INK CARTRIDGE (L0S61AN)	
53	HP OFFICEJET PRO 7740-HP 952XL MAGENTA HIGH YIELD ORIGINAL INK CARTRIDGE (L0S64AN)	
54	HP OFFICEJET PRO 7740-HP 952XL YELLOW HIGH YIELD ORIGINAL INK CARTRIDGE (L0S67AN)	
55	SPECIAL PAPER FOR CERTIFICATES	
56	HIGHLIGHTER	
57	PHOTO PAPER	
58	DOUBLE SIDED TAPE	
59	LIFE VEST /LIFE JACKET (FOR EMERGENCY PURPOSE - FOR TRAVEL)	
60	WATER DESPENSER (PSDTI)	
61	15.6-inch new computer bag computer bag laptop shoulders business laptop bag men and women	
62	Outdoor Travel Portable Mini Portable First Aid Kits Medical Small Medicine Box Medicine Dispensing Bag Storage Bag First-Aid Kit	
63	FUJIFILM Fuji camera bag XT200 XT30 T10 XE3 XA7 A5 A3 XE4 XT4 XS10 holster base	
<b>DMD South Common Office Supplies and Equipment (Regular Fund)</b>		
1	Notepad, stick on, 50mm x 76mm (2" x3")min	
2	PAPER, MULTICOPY, A4, 80 gsm	
3	PAPER, MULTICOPY, Legal, 80gsm	
4	GLUE, all purpose	
5	TAPE, packaging, 48mm	
6	ELECTRIC FAN, stand type	

7	LIGHT BULB, Light Emitting Diode (LED)	
8	BROOM, soft, tambo	
9	BROOM, stick, ting-ting	
10	DETERGENT BAR, 140g	
11	DETERGENT POWDER, all-purpose, 1kg	
12	DISINFECTANT SPRAY, aerosol type	
13	SODIUM HYPOCHLORITE, 3.785 liters	
14	LIQUID HAND SOAP, 500mL	
15	MOPHANDLE, heavy duty, screw type	
16	RAGS, all cotton	
17	MOUSE, WIRELESS, USB	
18	CLIP, backfold, 32mm	
19	MARKER, permanent, black, bullet type	
20	PAPER CLIP, vinyl/plastic coated, 50mm	
21	LOGO PAPER (PCSDS) A4	
22	PENCIL, lead, with eraser	
23	RUBBER BAND, No. 18	
24	DATING AND STAMPING MACHINE	
25	PUNCHER, paper, heavy duty	
26	PHILIPPINE NATIONAL FLAG	
27	Ink EPSON L6170 (001 Sets of Cyan, Magenta, Yellow and Black )	
28	Ink for EPSON L565 (664 sets of Cyan, Megenta, Yellow and Black)	
29	Flash Drive 32gb	
30	Adjusttable portable laptop stand	
31	Leverarcfile	
32	Folder Ordinary (long)	
33	Folder Ordinary (A4)	
34	Ballpen (Black)	
35	Mega Box 20L	
36	50 pcs in a box, Face-lifting Butterfly Mask More Effectively Protect The Nasal Cavity Face Mask	

37	Ready Stock Ultra Slim USB Hub 4-port USB 2.0 hub Black White High Quality DRP	
38	Rolled tissue (12 rolls in a pack)	
39	Alcohol 70% Isoprophyl , scented, 1 gallon	
40	Notebook, Stenographer	
41	BATTERY, dry Cell, size AA	
42	BATTERY, dry Cell, size AAA	
43	DUST PAN, non-rigid plastic	
44	DATA FILE BOX made of chipboard with closed ends	
45	ENVELOPE, DOCUMENTARY, for legal size document	
46	FOLDER, pressboard, size: 240mm x 370mm (-5mm	
47	HANDBOOK (RA 9184), 8th edition	
<b>DMD North Common Office Supplies and Equipment (Regular Fund)</b>		
1	INSECTICIDE, aerosol type	
2	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
4	PAPER, MULTICOPY, A4, 80 gsm/ream	
5	GLUE, all purpose (200 grams)	
6	TAPE, electrical 16m	
7	TAPE, packaging, 48mmx30m	
8	LIGHT BULB, Light Emitting Diode (LED) 12 watts	
9	BROOM, soft, tambo	
10	BROOM, stick, ting-ting	
11	CLEANER, toilet bowl and urinal, 900ml-1000ml cap	
12	CLEANSER, (scouring) powder, 350g min, in canister	
13	DETERGENT BAR, 140 grams as packed	
14	DETERGENT POWDER, all-purpose, one(1) kg	
15	LIQUID HAND SANITIZER, 500mL	
16	Rags,rectangular size (SIZE: W-48cm H-35cm)	
17	CLIP, backfold, 32mm/box	
18	MAGAZINE FILE BOX, large size, made of chipboard	
19	PAPER CLIP, vinyl/plastic coated, length: 48mm	

20	CUTTER/UTILITY KNIFE, for general purpose	
21	Ordinary Black Ballpen, (50pcs/Box)	
22	Index Card per pack 500 pcs. (SIZE: 1/2)	
23	File Separator Card per set 12 pcs (SIZE: A4)	
24	Expanding Folder per piece (SIZE: Legal)	
25	Disposable Facemask, 3 ply (50pcs/Box) Black	
26	TOILET TISSUE PAPER, Interfolded Paper Towel	
27	BATTERY, dry Cell, size AA 1.5 volts, alkaline	
28	BATTERY, dry Cell, size AAA 1.5 volts, alkaline	
29	DUST PAN, non-rigid plastic, w/ detachable handle	
30	ENVELOPE, expanding, kraftboard for legal size doc	
31	MARKER, permanent, bullet type, black	
32	Pencil, Lead, with eraser cased hardness	
33	MARKER, permanent, bullet type, black	
<b>DMD Calamian Common Office Supplies and Equipment (WMF)</b>		
1	Toilet tissue paper 2-ply, 100% recycled (12 per pack)	
2	Tissue, interfolded paper towel (12 per pack)	
3	Rags all cotton (12/bundle)	
4	Trash bag, GPP specs, black, 340mm x 1016mm (per pack)	
5	WASTE BASKET, non-rigid plastic	
6	Sign pen black	
7	Sign pen blue	
8	foldable mini table (hard plastic) 1m x 39.5in (off white)	
9	rectangular cotton cloth solid color door mats/rugs (40x60 cm, thick quality)	
10	5-layer steel boltless heavy duty shelf (black; Dimensions: 1830mm H x 1000mm W x 300 mm D; Sturdy industrial strength steel construction; adjustable)	
11	360° Rotating Head Easy Magic Floor Mop Bucket 2 Head Microfiber Spinning (Complete Set)	
12	A3 bond paper GSM 80	
13	multipurpose cleaning bleach	
14	Mask KF94 Face Mask Non-woven Protection Filter 3D Anti-Viral Mask (grey)	
15	plastic flowerpots octagonal white with catch plate (10.5x7")	

16	waterproof trapal with eyelets (SunandRain protection/Truck Cover) 12x12feet	
17	Nylon rope no.8 4mm 200 meters per roll	
18	ARCH FILE/ DATA FOLDER TAGLIA LOCK/Lever Archfile A4 (green)	
19	Super Absorbent Microfiber Towel Car Care Wash Clean Auto Detailing Cloth 30x30cm	
<b>DMD Calamian Common Office Supplies and Equipment (Regular Fund)</b>		
1	Detergent Powder 1 kg all-purpose	
2	DISINFECTANT SPRAY, aerosol type (500ml)	
3	INSECTICIDE, aerosol type (500ml)	
4	CLIP, backfold, 19mm	
5	CLIP, backfold, 25mm	
6	CLIP, backfold, 50mm	
7	CLIP, backfold, 32mm	
<b>EZMED Common Office Supplies and Equipment (WMF)</b>		
1	Ink for Brother T310w Black	
2	Ink for Brother T310w Cyan	
3	Ink for Brother T310w Magenta	
4	Ink for Brother T310w yellow	
5	Toner Cart, Brother MFC-L3770 CDW Black	
6	Toner Cart, Brother MFC-L3770 CDW yellow	
7	Toner Cart, Brother MFC-L3770 CDW magenta	
8	Toner Cart, Brother MFC-L3770 CDW cyan	
9	Rechargeable Table Fan	
10	Disposable Face Mask, Kf94 (black & white)	
11	Nitrile Gloves (S, M, & L)	
12	Surgical Gloves (S, M, & L)	
13	Logo Paper (A4) PCSDS	
14	Logo Paper (A4) PCSD	
15	Pen holder multipurpose stationery, metal mesh	
16	Glue, all purpose (118ml)	
17	Multifunction Desk lamp with pen holder	

<b>EZMED Common Office Supplies and Equipment (Regular Fund)</b>		
1	'NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
2	TAPE, packaging, 48mm	
3	LIGHT BULB, Light Emitting Diode (LED)	
4	FOLDER, L-type, A4	
5	FOLDER, L-type, legal	
6	MARKER, whiteboard, black	
7	MARKER, whiteboard, blue	
8	MARKER, permanent, black, bullet type	
9	MARKER, permanent, blue, bullet type	
10	CUTTER/UTILITY KNIFE, for general purpose	
11	DATING AND STAMPING MACHINE	
12	PUNCHER, paper, heavy duty	
13	MONOBLOC CHAIR, beige	
14	MONOBLOC TABLE, beige	
15	photo paper, inkjet matte 200gsm	
16	Ballpen (black)	
17	Ballpen (blue)	
18	Battery, CR123A	
19	Disposable transparent gloves	
20	Nylon Plastic Cable tie 12" (100pcs/pack)	
21	Nylon Plastic Cable tie 8" (100pcs/pack)	
22	Nylon Plastic Cable tie 4" (100pcs/pack)	
23	Resealable Plastic Storage Bag, 28x40cm, extra heavy duty, (100pcs/pack)	
<i>-nothing follows-</i>		
<b><i>Green Specifications (Preferably with the following green specifications if applicable)</i></b>		
Technical specification for <b>TOILET PAPER</b> <b>SCOPE</b> Toilet paper in rolled form, interfolded or coreless for toilet facilities of government offices and public amenities		
<b>THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH</b>		
The key environmental impacts of toilet paper are:		

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of toilet paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

### **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which are made out of raw materials from 100% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- The core as well as any paper wrapping and carton box packing must be made from 100% recycled fibre and the cartons must be strong enough for storage and transit.

Technical specification for

## **RECORD BOOKS**

### **SCOPE**

Record books as stationery paper products.

### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

The key environmental impacts of record books are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of toilet paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

### **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Technical specification for

## **MULTICOPY PAPER**

### **SCOPE**

Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

#### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

The key environmental impacts of multicopy paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicopy paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

#### **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

Technical specification for

### **PLASTIC TRASH BAG**

#### **SCOPE**

Garbage bags made of plastic material. This does not preclude procuring agencies from purchasing a trash bag manufactured using another material, such as paper.

#### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

The key environmental impacts of plastic trash bags are:

- Harmful emissions related to the production;
- Energy and resource consumption related to the production;
- Generation of waste related to the disposal.

The GPP approach should cover therefore:

- Purchase products with high recycled content.

#### **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which is made of polyethylene (PE).
- The PE should contain a minimum of 30% postconsumer material.

Technical specification for

### **LEDs**

#### **SCOPE**

Self-ballasted LED lamps for general lighting services with supply voltages above 50 Volt.

#### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**



The key environmental impacts of LEDs are:

- Resource consumption related to the production;
- Harmful emissions related to the production and disposal;
- Energy consumption during the use-phase of LEDs;
- Generation of waste and packaging.

The GPP approach should cover therefore:

- Design for long life;
- Safe disposal (recycling, re-using) of final products;
- Purchase energy efficient models;
- Purchase products with a restricted amount of hazardous substances.

### **PRODUCT SPECIFICATIONS**

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- The supplier shall supply LEDs which fulfill the specifications according to PNS IEC 62612 (latest version, currently 2014).
- The supplier shall supply products which are packaged in recyclable material.

Technical specification for

## **CLEANER**

### **SCOPE**

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Toilet bowl and urinal cleaner.

### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

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The key environmental impacts of toilet bowl and urinal cleaners are:

- Harmful emissions to water (aquatic toxicity) related to the use of the cleaner;
- Health impacts of chemical substances;
- Generation of packaging waste.

The GPP approach should cover therefore:

- Purchase products which do contain less harmful substances;
- Safe disposal of final products.

### **PRODUCT SPECIFICATIONS**

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- The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids.
- The supplier shall supply products with adequate instructions for proper use and disposal.

Technical specification for

## **DETERGENT POWDER**

### **SCOPE**

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Detergent powder as cleaning product used by cleaning services or internal personnel for all purposes.

### **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

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The key environmental impacts of detergent powder are:

- Harmful emissions to water (aquatic toxicity) related to the use of the soap;
- Health impacts of chemical substances;
- Generation of packaging waste.

The GPP approach should cover therefore:

- Purchase products which do contain less harmful substances;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging.

## **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with adequate instructions for proper use and disposal.

Technical specification for

## **LIQUID HAND SOAP**

### **SCOPE**

Liquid hand cleaners offered in bathrooms or kitchen facilities.

## **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

The key environmental impacts of liquid hand soap are:

- Harmful emissions to water (aquatic toxicity) related to the use of the soap;
- Health impacts of chemical substances;
- Generation of packaging waste.

The GPP approach should cover therefore:

- Purchase products which do contain less harmful substances;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging.

## **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with adequate instructions for proper use and disposal.

Technical specification for

## **DISINFECTANT SPRAY**

### **SCOPE**

Disinfectant spray for killing viruses and bacteria in aerosol form.

## **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

The key environmental impacts of disinfectant spray are:

- Harmful emissions related to the use and production of disinfectant spray;
- Aquatic toxicity due to the use of disinfectant spray;
- Resource consumption related to the packaging and production;
- Generation of waste and packaging.

The GPP approach should cover therefore:

- Purchase products with a restricted amount of hazardous substances;
- Purchase products which biodegrade and are environmentally innocuous;
- Ensure the recyclability of the packaging used and increase the use of recycled packaging;
- Safe disposal of final products.

## **PRODUCT SPECIFICATIONS**

- The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO).
- The supplier shall supply products with detailed instructions on maximizing product performance and indications for the proper waste disposal and the recyclability of the container.



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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# 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.
- (k) BIR Certificate of Registration.

#### Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**OR**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

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

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

