



Republic of the Philippines  
Office of the Mayor  
**BIDS AND AWARDS COMMITTEE**  
Dagupan City



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

**PROCUREMENT OF VARIOUS OFFICE  
SUPPLIES FOR VARIOUS OFFICES /  
DEPARTMENTS USE, DAGUPAN CITY  
GOODS-006CB-2026 / PR NO. 2026-05698-018**

**Sixth Edition  
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# Glossary of Acronyms, Terms, and Abbreviations

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## **Section I. Invitation to Bid**



**Republic of the Philippines**  
Office of the Mayor  
**BIDS AND AWARDS COMMITTEE**  
Dagupan City



**INVITATION TO BID**

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES /  
DEPARTMENTS USE, DAGUPAN CITY  
GOODS-006CB-2026 / PR NO. 2026-05698-018**

1. The City Government of Dagupan, through the **GENERAL FUND CY 2026**, intends to apply the sum of **ONE MILLION THREE HUNDRED THIRTY SEVEN THOUSAND NINE HUNDRED EIGHTY FIVE AND 40/100 PHILIPPINE PESOS (PhP 1,337,985.40)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	ADDING MACHINE TAPE, 2"	100	roll	4,350.00
2	ADHESIVE QUICK BOND, 3g/tube	6	tube	556.80
3	AIR FRESHENER, 320ml/can	37	can	11,196.20
4	AIR FRESHENER, Auto Spray Refill, 269ml	10	piece	3,991.00
5	ALCOHOL, Ethyl, 1 Gallon	3	bottle	2,349.00
6	ALCOHOL, Ethyl, 500ml	45	bottle	5,629.50
7	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	23	bottle	2,978.50
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	33	box	7,177.50
9	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	2	box	435.00
10	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	5	box	1,087.50
11	BALLPEN, Fine Tip, 0.5, Black	72	piece	2,217.60
12	BALLPEN, Fine Tip, 0.5, Red	48	piece	1,742.40
13	BALLPEN, Gel Pen, 0.5, Black	12	piece	139.20
14	BALLPEN, Retractable, 0.5, Black	49	piece	499.80
15	BATHROOM SOAP, 125g/box	41	box	2,558.40
16	BATHROOM SOAP, 175g/box	50	box	4,345.00
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	3,590.00
18	BATTERY, Dry Cell, Size AAA, 4pcs/pack	15	pack	2,707.50
19	BATTERY, Rechargeable, 9 volts, 175mAh, 1pc/pack	5	pack	4,179.50
20	BATTERY, Rechargeable, Size AA, 2pcs/pack	5	pack	3,802.50
21	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	4,600.00
22	BILL/ FINGERTIP MOISTENER, 20g/canister	20	canister	1,450.00
23	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	764.40
24	BLEACHING SOLUTION, 1liter/bottle	12	bottle	697.20
25	BOND PAPER, Legal, Subs. 20, 500sheets/ream (PAPER, MULTICOPY, Legal)	178	ream	61,944.00
26	BOND PAPER, Letter, Subs. 20,	75	ream	22,837.50

	500sheets/ream			
27	BROOM (Walis Tambo)	11	piece	2,081.20
28	BROOM (Walis Ting-Ting)	9	piece	718.20
29	CALCULATOR, Basic Compact, 12 Digits	4	piece	2,656.40
30	CARBON FILM, Legal, 100sheets/box	6	box	6,481.80
31	CEILING COBWEB REMOVER, 2-Way, Extendable, Plastic Handle	1	piece	261.00
32	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	3,261.00
33	CLIP, Backfold, 19mm	10	box	522.00
34	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	10	piece	2,161.00
35	CLOTH, Franela	46	piece	2,001.00
36	CMOS BATTERY, Size CR2032, 1pc/pack	20	pack	4,084.00
37	CORRECTION TAPE	108	piece	7,052.40
38	CUTTER, Heavy Duty	10	piece	1,088.00
39	CUTTER, Small	5	piece	325.00
40	DATA FILE BOX, Double	5	piece	1,609.50
41	DETERGENT POWDER, 1kg/pack	8	pack	1,314.40
42	DETERGENT POWDER, 50g/pack	80	pack	904.00
43	DISHWASHING LIQUID, 780ml/bottle	22	bottle	6,285.40
44	DISHWASHING LIQUID, Refill, 550ml/pack	6	pack	1,445.40
45	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	2,709.00
46	DISINFECTANT SPRAY, 340g/can	3	can	1,774.80
47	DISINFECTANT SPRAY, 510g/can	20	can	15,516.00
48	DOOR MAT, Cloth	56	piece	4,060.00
49	DUPLICATOR INK, Riso CV1200	2	roll	2,670.00
50	ELECTRICAL TAPE, Big	15	piece	1,348.50
51	ELECTRICAL TAPE, Small	10	piece	464.00
52	ENVELOPE, Documentary, Legal	6	box	17,400.00
53	ENVELOPE, Expanding, Plastic, Long, 0.50mm	60	piece	4,176.00
54	FABRIC CONDITIONER, 22ml/pack	90	pack	1,044.00
55	FLASH DRIVE, 32gb	3	piece	1,500.90
56	FLASH DRIVE, 64gb	21	piece	16,596.30
57	FOLDER, Pressboard, Long, 100sheets/box	3	box	8,700.00
58	GLASS CLEANER, with Sprayer, 500ml/bottle	7	bottle	1,624.00
59	GLUE GUN, Heavy Duty	2	piece	724.40
60	GLUE STICK, 4s/pack	10	pack	943.00
61	GLUE, All Purpose, 240g/jar	5	jar	906.50
62	GUN TACKER WIRE, T50, 1250pcs/box	5	box	1,160.00
63	GUN TACKER, Heavy Duty	2	piece	7,105.00
64	KEYBOARD MOUSE PACK, Wired, USB Connection	10	pack	8,686.00
65	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	8,156.00

66	LIQUID SOSA, 500ml/bottle	22	bottle	3,636.60
67	MARKER INK REFILL, Whiteboard, 20ml/bottle, Black	2	bottle	406.00
68	MARKER INK REFILL, Whiteboard, 20ml/bottle, Blue	2	bottle	406.00
69	MARKER INK REFILL, Whiteboard, 20ml/bottle, Red	2	bottle	406.00
70	MARKER, fluorescent	20	set	1,480.00
71	MARKER, Permanent, Broad Tip, Black	6	piece	322.20
72	MARKER, Permanent, Fine Tip, 12pcs/box, Black	2	box	1,287.60
73	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	643.80
74	MARKER, Whiteboard, Broad Tip, Black	6	piece	522.00
75	MARKER, Whiteboard, Fine Tip, Black	12	piece	1,044.00
76	MARKER, Whiteboard, Fine Tip, Blue	2	piece	174.00
77	MARKER, Whiteboard, Fine Tip, Red	2	piece	174.00
78	MIMEO PAPER, Whitewove, Long, 500sheets/ream	50	ream	13,775.00
79	MIMEO PAPER, Whitewove, Short, 500sheets/ream	20	ream	4,496.00
80	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	2	piece	1,007.40
81	MOP REFILL, Tornado	3	piece	689.40
82	MOP SQUEEZER, Tornado	1	set	2,375.10
83	MOPHEAD, Cotton, 400g	6	piece	781.20
84	MOUSE, Optical, Wired, USB Connection	5	piece	1,631.50
85	MURIATIC ACID, 1L/bottle	3	bottle	465.60
86	NOTE PAD, stick on, 3" x 3"	36	pad	2,797.20
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	2,118.00
88	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	435.00
89	PAPER CLIP, vinyl/plastic coated, 33mm	25	box	545.00
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25	box	1,015.00
91	PAPER FASTENER, metal	30	box	3,045.00
92	PAPER FASTENER, Plastic, 50S/BOX	45	box	2,938.50
93	PAPER, Parchment, A4, Multi-Purpose	5	pack	725.00
94	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	1,000.60
95	PENCIL, Lead #1, 12s/box	2	box	238.60
96	PENCIL, Lead #2, 12s/box	2	box	238.60
97	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	30	pack	4,350.00
98	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black	1	bottle	623.50
99	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan	1	bottle	623.50
100	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta	1	bottle	623.50

101	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow	1	bottle	623.50
102	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	18	bottle	8,352.00
103	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	15	bottle	6,960.00
104	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	15	bottle	6,960.00
105	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	15	bottle	6,960.00
106	PRINTER INK REFILL, Epson 005, 120ml/bottle, Black	5	bottle	4,531.50
107	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	10	bottle	13,848.00
108	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	8	bottle	8,816.00
109	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	8	bottle	8,816.00
110	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	8	bottle	8,816.00
111	PRINTER INK REFILL, EPSON C13T664100 (T6641), BLACK	1	bottle	427.80
112	PRINTER INK REFILL, EPSON C13T664200 (T6642), CYAN	1	bottle	453.10
113	PRINTER INK REFILL, EPSON C13T664300 (T6643), MAGENTA	1	bottle	453.10
114	PRINTER INK REFILL, EPSON C13T664400 (T6644), YELLOW	1	bottle	453.10
115	PRINTER INK REFILL, HP GT52, 70ml/bottle, Cyan	2	bottle	841.00
116	PRINTER INK REFILL, HP GT52, 70ml/bottle, Magenta	2	bottle	841.00
117	PRINTER INK REFILL, HP GT52, 70ml/bottle, Yellow	2	bottle	841.00
118	PRINTER INK REFILL, HP GT53, 90ml/bottle, Black	2	bottle	841.00
119	PRINTER INK TONER, Kyocera MA2100, Black	3	piece	17,182.50
120	PRINTER INK TONER, Kyocera MA2100, Cyan	3	piece	25,230.00
121	PRINTER INK TONER, Kyocera MA2100, Magenta	3	piece	25,230.00
122	PRINTER INK TONER, Kyocera MA2100, Yellow	3	piece	25,230.00
123	PUSH BRUSH, Wooden Handle	3	piece	620.40
124	PVC CARD, 500pcs/box	3	box	5,437.50
125	RAGS	30	bundle	4,176.00
126	RECORD BOOK, 500 pages	17	piece	2,465.00
127	RIBBON CARTRIDGE, EPSON C13S015632,	65	piece	11,310.00

	Black, for LX-310			
128	RJ45 CONNECTOR, Passthrough, 100s/pack	5	pack	9,787.50
129	RUBBER BAND, #14, 350g/box	11	box	2,871.00
130	RULER, Hard Plastic, 12"	3	piece	174.00
131	RULER, Steel, 18"	2	piece	319.00
132	SCISSORS, Multi-Purpose, 8"	9	pair	1,044.00
133	SCOURING PAD, with Foam	10	piece	557.00
134	SIGN PEN, Gel Point, 0.5mm, Black	68	piece	6,507.60
135	SIGN PEN, Gel Point, 1.0mm, Black	66	piece	9,405.00
136	SIGN PEN, Impact Gel, 1.0mm, Black	36	piece	5,130.00
137	SOAP, Hand Soap, Liquid, 500ml/bottle	13	bottle	2,623.40
138	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	12	bundle	5,046.00
139	SPONGE, Regular, with Scrub Pad	31	piece	1,726.70
140	STAMP PAD INK, 950ml/bottle	1	bottle	287.10
141	STAMP PAD, Big	7	piece	690.20
142	STAMP, Self Inking, Customized, Small	4	piece	4,720.00
143	STAPLE REMOVER, Plier Type	5	piece	544.00
144	STAPLER, #35, Heavy Duty, with Staple Remover	6	piece	3,480.00
145	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	10	pack	345.00
146	STICKER PAPER, A4, Glossy, 10sheets/pack	20	pack	1,740.00
147	STORAGE BOX, Plastic, with Cover, 87 Liters	10	piece	11,673.00
148	TAPE DISPENSER, Table Top	2	piece	371.20
149	TAPE, Double Sided, 1"	20	roll	2,668.00
150	TAPE, Double Sided, 1/2"	10	roll	783.00
151	TAPE, Duct, 2"	15	roll	4,198.50
152	TAPE, Masking, 24mm	25	roll	1,595.00
153	TAPE, MASKING, 48mm	30	roll	4,350.00
154	TAPE, transparent, 24mm	60	roll	1,638.00
155	TAPE, transparent, 48mm	10	roll	367.00
156	TISSUE PAPER, 2ply, 12rolls/pack	52	pack	13,150.80
157	TISSUE PAPER, 2ply, 9rolls/pack	10	pack	1,917.00
158	TOILET BOWL BRUSH, Metal Handle	2	piece	197.20
159	TOILET DEODORANT CAKE, 100g	10	piece	748.00
160	TOILET DEODORANT CAKE, 50g	12	piece	511.20
161	TONER CARTRIDGE, HP 285a (85a), Black	10	piece	72,428.00
162	TRASH BAG, Plastic, Large, 10pcs/pack	6	pack	463.80
163	TRASH BAG, Plastic, XLarge, 10pcs/pack	30	pack	3,480.00
164	TRASH BAG, Plastic, XXLarge, 10pcs/pack	90	pack	14,823.00
165	TRASH CAN, with Cover, Drum Type	3	piece	4,371.90
166	USB HUB, 3.0, 4 Ports	5	piece	2,537.50
167	ACRYLIC DISPLAY HOLDER, Horizontal, For Name Tags	3	piece	430.80

168	ACRYLIC DISPLAY HOLDER, Portrait Orientation, A4 Size	2	piece	968.60
169	ADDING MACHINE, Printing Calculator, Heavy Duty, 2 Way Power	2	piece	18,850.00
170	AUDIO JACK, 3.5, Male to Male, 3-10m	2	piece	3,509.00
171	BATTERY CHARGER, Basic, 4pcs, AA/AAA, with 4pcs Rechargeable Battery	2	set	3,726.60
172	CAR MATTING, Rubber	1	piece	2,827.50
173	Cardioid Condenser Shotgun Microphone	2	unit	37,218.60
174	CORK BOARD, 2'x4', Steel Frame	1	piece	1,711.00
175	Digital Multimeter volt tester	1	unit	1,485.00
176	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	3	pack	236.40
177	DISPOSABLE CUP, Styro, 12oz, 25s/pack	3	pack	151.50
178	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	348.00
179	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	382.80
180	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	348.00
181	Docking Station USB 3.0 to SATA HDD Dual Bay	2	unit	5,220.00
182	DOOR KNOB, Stainless Steel, Heavy Duty	3	piece	6,085.80
183	Drone Intelligent Battery	3	unit	45,670.65
184	Dual Port Type C Fast Charger 65w	2	unit	3,480.00
185	EXTENSION CORD, Basic, 3-4 Gang, 10meters	6	piece	5,655.00
186	EXTENSION CORD, with Cable Reel, 3-4 Gang, 25-30meters	1	piece	3,915.00
187	FIRE EXTINGUISHER, 10 pounds	1	piece	2,969.30
188	Gimbal Smartphone Stabilizer Creator Kit	2	unit	29,551.00
189	HARD DISK DRIVE, Internal, SATA, 2TB	15	unit	68,512.50
190	HDMI Cable 0.5 meters 4k	4	pieces	800.40
191	HDMI Cable 3 meters 4k	4	pieces	2,076.40
192	HDMI CABLE, Nylon Braided, 10meters	2	piece	1,015.00
193	HDMI CABLE, Nylon Braided, 20meters	2	piece	1,740.00
194	HDMI SPLITTER, 1 in 4 out	2	piece	2,932.00
195	JUMPER BOOTS, Chest Length, Rubber Material	6	piece	14,178.00
196	Laptop Solid State Drive 1tb M.2	4	piece	45,240.00
197	Mirrorless Camera Battery Charger MH-24	1	unit	4,017.85
198	Mirrorless Camera Battery En-EL15c	2	unit	12,165.50
199	MOBILE WIFI, 4G/LTE, Internal 4G Modem	2	unit	11,455.00
200	Monopod with feet	2	unit	31,897.00
201	MOUSE, Wireless, 200-12,000dpi, Lightsync RGB	6	unit	38,271.60
202	NP-F970 Wireless HDMI Battery	4	unit	51,040.00
203	OFFICE JACKET, with Print	10	piece	26,100.00
204	POWER SUPPLY UNIT, 500watts, 80+ Tru Rated, Non-Modular	3	unit	12,171.30
205	PRESENTER, Laser Pointer, Wireless	1	unit	3,172.60

206	PROJECTOR SCREEN, with Stand, 16:10 Aspect Ratio	1	pieces	6,525.00
207	Type C to Type C Data Cable 60w	2	unit	1,447.10
208	Video Camera Battery Li-On BP-U100 97w	2	unit	66,120.00

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **SIXTY (60) CALENDAR DAYS**. Bidders should have completed, within **FIVE (5) 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 non-discretionary “pass/fail” criterion as specified in accordance with provisions of Republic Act No. 12009 and its Implementing Rules and Regulations.

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

4. Prospective Bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during **regular office hours (8:00 A.M. - 5:00 P.M.)**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **January 28, 2026 (8:00 A.M. - 5:00 P.M.) to February 18, 2026 (8:00 A.M. - 12:00 N.N.)** from given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the amount of **FIVE THOUSAND PHILIPPINE PESOS (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the official receipt.

The Bidding Documents may also be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)**, provided the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The City Government of Dagupan will hold a **Pre-bid Conference** on **February 3, 2026, 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Prospective bidders and/or their authorized representative are encouraged to participate / attend the said Pre-bid Conference. The nature of Pre-bid Conference is by providing a forum to ask queries and get clarification on aspects of the procurement process.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 12:00 P.M., February 18, 2026** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. 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 15.
9. Bid opening shall be on **February 18, 2026, 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Bids will be opened in the presence of the end user’s, observers, bidders, and or their representatives.

10. The City Government of Dagupan 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 64 and 70 of Implementing Rules and Regulations (IRR) of Republic Act No. 12009, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to BAC Secretariat:

Engr. Athena Arenas  
Ms. Manolita T. De Venecia  
Mr. Allan R. Zabala

Address: BAC Office, 2<sup>nd</sup> Floor, City Hall Complex  
A.B. Fernandez Ave., Dagupan City  
Contact No: 0917-855-3267

(ORIGINAL SIGNED)  
**ATTY. AURORA E. VALLE**  
BAC Chairman

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

## 1. Scope of Bid

The Procuring Entity, **City Government of Dagupan** wishes to receive Bids for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY**, with identification number **GOODS-006CB-2026 / PR NO. 2026-05698-018**.

The Procurement Project (referred to herein as “Project”) is composed of:

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	ADDING MACHINE TAPE, 2"	100	roll	4,350.00
2	ADHESIVE QUICK BOND, 3g/tube	6	tube	556.80
3	AIR FRESHENER, 320ml/can	37	can	11,196.20
4	AIR FRESHENER, Auto Spray Refill, 269ml	10	piece	3,991.00
5	ALCOHOL, Ethyl, 1 Gallon	3	bottle	2,349.00
6	ALCOHOL, Ethyl, 500ml	45	bottle	5,629.50
7	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	23	bottle	2,978.50
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	33	box	7,177.50
9	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	2	box	435.00
10	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	5	box	1,087.50
11	BALLPEN, Fine Tip, 0.5, Black	72	piece	2,217.60
12	BALLPEN, Fine Tip, 0.5, Red	48	piece	1,742.40
13	BALLPEN, Gel Pen, 0.5, Black	12	piece	139.20
14	BALLPEN, Retractable, 0.5, Black	49	piece	499.80
15	BATHROOM SOAP, 125g/box	41	box	2,558.40
16	BATHROOM SOAP, 175g/box	50	box	4,345.00
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	3,590.00
18	BATTERY, Dry Cell, Size AAA, 4pcs/pack	15	pack	2,707.50
19	BATTERY, Rechargeable, 9 volts, 175mAh, 1pc/pack	5	pack	4,179.50
20	BATTERY, Rechargeable, Size AA, 2pcs/pack	5	pack	3,802.50
21	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	4,600.00
22	BILL/ FINGERTIP MOISTENER, 20g/canister	20	canister	1,450.00
23	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	764.40
24	BLEACHING SOLUTION, 1liter/bottle	12	bottle	697.20
25	BOND PAPER, Legal, Subs. 20, 500sheets/ream (PAPER, MULTICOPY, Legal)	178	ream	61,944.00
26	BOND PAPER, Letter, Subs. 20, 500sheets/ream	75	ream	22,837.50
27	BROOM (Walis Tambo)	11	piece	2,081.20

28	BROOM (Walis Ting-Ting)	9	piece	718.20
29	CALCULATOR, Basic Compact, 12 Digits	4	piece	2,656.40
30	CARBON FILM, Legal, 100sheets/box	6	box	6,481.80
31	CEILING COBWEB REMOVER, 2-Way, Extendable, Plastic Handle	1	piece	261.00
32	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	3,261.00
33	CLIP, Backfold, 19mm	10	box	522.00
34	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	10	piece	2,161.00
35	CLOTH, Franela	46	piece	2,001.00
36	CMOS BATTERY, Size CR2032, 1pc/pack	20	pack	4,084.00
37	CORRECTION TAPE	108	piece	7,052.40
38	CUTTER, Heavy Duty	10	piece	1,088.00
39	CUTTER, Small	5	piece	325.00
40	DATA FILE BOX, Double	5	piece	1,609.50
41	DETERGENT POWDER, 1kg/pack	8	pack	1,314.40
42	DETERGENT POWDER, 50g/pack	80	pack	904.00
43	DISHWASHING LIQUID, 780ml/bottle	22	bottle	6,285.40
44	DISHWASHING LIQUID, Refill, 550ml/pack	6	pack	1,445.40
45	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	2,709.00
46	DISINFECTANT SPRAY, 340g/can	3	can	1,774.80
47	DISINFECTANT SPRAY, 510g/can	20	can	15,516.00
48	DOOR MAT, Cloth	56	piece	4,060.00
49	DUPLICATOR INK, Riso CV1200	2	roll	2,670.00
50	ELECTRICAL TAPE, Big	15	piece	1,348.50
51	ELECTRICAL TAPE, Small	10	piece	464.00
52	ENVELOPE, Documentary, Legal	6	box	17,400.00
53	ENVELOPE, Expanding, Plastic, Long, 0.50mm	60	piece	4,176.00
54	FABRIC CONDITIONER, 22ml/pack	90	pack	1,044.00
55	FLASH DRIVE, 32gb	3	piece	1,500.90
56	FLASH DRIVE, 64gb	21	piece	16,596.30
57	FOLDER, Pressboard, Long, 100sheets/box	3	box	8,700.00
58	GLASS CLEANER, with Sprayer, 500ml/bottle	7	bottle	1,624.00
59	GLUE GUN, Heavy Duty	2	piece	724.40
60	GLUE STICK, 4s/pack	10	pack	943.00
61	GLUE, All Purpose, 240g/jar	5	jar	906.50
62	GUN TACKER WIRE, T50, 1250pcs/box	5	box	1,160.00
63	GUN TACKER, Heavy Duty	2	piece	7,105.00
64	KEYBOARD MOUSE PACK, Wired, USB Connection	10	pack	8,686.00
65	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	8,156.00

66	LIQUID SOSA, 500ml/bottle	22	bottle	3,636.60
67	MARKER INK REFILL, Whiteboard, 20ml/bottle, Black	2	bottle	406.00
68	MARKER INK REFILL, Whiteboard, 20ml/bottle, Blue	2	bottle	406.00
69	MARKER INK REFILL, Whiteboard, 20ml/bottle, Red	2	bottle	406.00
70	MARKER, fluorescent	20	set	1,480.00
71	MARKER, Permanent, Broad Tip, Black	6	piece	322.20
72	MARKER, Permanent, Fine Tip, 12pcs/box, Black	2	box	1,287.60
73	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	643.80
74	MARKER, Whiteboard, Broad Tip, Black	6	piece	522.00
75	MARKER, Whiteboard, Fine Tip, Black	12	piece	1,044.00
76	MARKER, Whiteboard, Fine Tip, Blue	2	piece	174.00
77	MARKER, Whiteboard, Fine Tip, Red	2	piece	174.00
78	MIMEO PAPER, Whitewove, Long, 500sheets/ream	50	ream	13,775.00
79	MIMEO PAPER, Whitewove, Short, 500sheets/ream	20	ream	4,496.00
80	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	2	piece	1,007.40
81	MOP REFILL, Tornado	3	piece	689.40
82	MOP SQUEEZER, Tornado	1	set	2,375.10
83	MOPHEAD, Cotton, 400g	6	piece	781.20
84	MOUSE, Optical, Wired, USB Connection	5	piece	1,631.50
85	MURIATIC ACID, 1L/bottle	3	bottle	465.60
86	NOTE PAD, stick on, 3" x 3"	36	pad	2,797.20
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	2,118.00
88	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	435.00
89	PAPER CLIP, vinyl/plastic coated, 33mm	25	box	545.00
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25	box	1,015.00
91	PAPER FASTENER, metal	30	box	3,045.00
92	PAPER FASTENER, Plastic, 50S/BOX	45	box	2,938.50
93	PAPER, Parchment, A4, Multi-Purpose	5	pack	725.00
94	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	1,000.60
95	PENCIL, Lead #1, 12s/box	2	box	238.60
96	PENCIL, Lead #2, 12s/box	2	box	238.60
97	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	30	pack	4,350.00
98	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black	1	bottle	623.50
99	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan	1	bottle	623.50

100	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta	1	bottle	623.50
101	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow	1	bottle	623.50
102	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	18	bottle	8,352.00
103	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	15	bottle	6,960.00
104	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	15	bottle	6,960.00
105	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	15	bottle	6,960.00
106	PRINTER INK REFILL, Epson 005, 120ml/bottle, Black	5	bottle	4,531.50
107	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	10	bottle	13,848.00
108	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	8	bottle	8,816.00
109	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	8	bottle	8,816.00
110	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	8	bottle	8,816.00
111	PRINTER INK REFILL, EPSON C13T664100 (T6641), BLACK	1	bottle	427.80
112	PRINTER INK REFILL, EPSON C13T664200 (T6642), CYAN	1	bottle	453.10
113	PRINTER INK REFILL, EPSON C13T664300 (T6643), MAGENTA	1	bottle	453.10
114	PRINTER INK REFILL, EPSON C13T664400 (T6644), YELLOW	1	bottle	453.10
115	PRINTER INK REFILL, HP GT52, 70ml/bottle, Cyan	2	bottle	841.00
116	PRINTER INK REFILL, HP GT52, 70ml/bottle, Magenta	2	bottle	841.00
117	PRINTER INK REFILL, HP GT52, 70ml/bottle, Yellow	2	bottle	841.00
118	PRINTER INK REFILL, HP GT53, 90ml/bottle, Black	2	bottle	841.00
119	PRINTER INK TONER, Kyocera MA2100, Black	3	piece	17,182.50
120	PRINTER INK TONER, Kyocera MA2100, Cyan	3	piece	25,230.00
121	PRINTER INK TONER, Kyocera MA2100, Magenta	3	piece	25,230.00
122	PRINTER INK TONER, Kyocera MA2100, Yellow	3	piece	25,230.00
123	PUSH BRUSH, Wooden Handle	3	piece	620.40
124	PVC CARD, 500pcs/box	3	box	5,437.50
125	RAGS	30	bundle	4,176.00

126	RECORD BOOK, 500 pages	17	piece	2,465.00
127	RIBBON CARTRIDGE, EPSON C13S015632, Black, for LX-310	65	piece	11,310.00
128	RJ45 CONNECTOR, Passthrough, 100s/pack	5	pack	9,787.50
129	RUBBER BAND, #14, 350g/box	11	box	2,871.00
130	RULER, Hard Plastic, 12"	3	piece	174.00
131	RULER, Steel, 18"	2	piece	319.00
132	SCISSORS, Multi-Purpose, 8"	9	pair	1,044.00
133	SCOURING PAD, with Foam	10	piece	557.00
134	SIGN PEN, Gel Point, 0.5mm, Black	68	piece	6,507.60
135	SIGN PEN, Gel Point, 1.0mm, Black	66	piece	9,405.00
136	SIGN PEN, Impact Gel, 1.0mm, Black	36	piece	5,130.00
137	SOAP, Hand Soap, Liquid, 500ml/bottle	13	bottle	2,623.40
138	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	12	bundle	5,046.00
139	SPONGE, Regular, with Scrub Pad	31	piece	1,726.70
140	STAMP PAD INK, 950ml/bottle	1	bottle	287.10
141	STAMP PAD, Big	7	piece	690.20
142	STAMP, Self Inking, Customized, Small	4	piece	4,720.00
143	STAPLE REMOVER, Plier Type	5	piece	544.00
144	STAPLER, #35, Heavy Duty, with Staple Remover	6	piece	3,480.00
145	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	10	pack	345.00
146	STICKER PAPER, A4, Glossy, 10sheets/pack	20	pack	1,740.00
147	STORAGE BOX, Plastic, with Cover, 87 Liters	10	piece	11,673.00
148	TAPE DISPENSER, Table Top	2	piece	371.20
149	TAPE, Double Sided, 1"	20	roll	2,668.00
150	TAPE, Double Sided, 1/2"	10	roll	783.00
151	TAPE, Duct, 2"	15	roll	4,198.50
152	TAPE, Masking, 24mm	25	roll	1,595.00
153	TAPE, MASKING, 48mm	30	roll	4,350.00
154	TAPE, transparent, 24mm	60	roll	1,638.00
155	TAPE, transparent, 48mm	10	roll	367.00
156	TISSUE PAPER, 2ply, 12rolls/pack	52	pack	13,150.80
157	TISSUE PAPER, 2ply, 9rolls/pack	10	pack	1,917.00
158	TOILET BOWL BRUSH, Metal Handle	2	piece	197.20
159	TOILET DEODORANT CAKE, 100g	10	piece	748.00
160	TOILET DEODORANT CAKE, 50g	12	piece	511.20
161	TONER CARTRIDGE, HP 285a (85a), Black	10	piece	72,428.00
162	TRASH BAG, Plastic, Large, 10pcs/pack	6	pack	463.80

163	TRASH BAG, Plastic, XLarge, 10pcs/pack	30	pack	3,480.00
164	TRASH BAG, Plastic, XXLarge, 10pcs/pack	90	pack	14,823.00
165	TRASH CAN, with Cover, Drum Type	3	piece	4,371.90
166	USB HUB, 3.0, 4 Ports	5	piece	2,537.50
167	ACRYLIC DISPLAY HOLDER, Horizontal, For Name Tags	3	piece	430.80
168	ACRYLIC DISPLAY HOLDER, Portrait Orientation, A4 Size	2	piece	968.60
169	ADDING MACHINE, Printing Calculator, Heavy Duty, 2 Way Power	2	piece	18,850.00
170	AUDIO JACK, 3.5, Male to Male, 3-10m	2	piece	3,509.00
171	BATTERY CHARGER, Basic, 4pcs, AA/AAA, with 4pcs Rechargeable Battery	2	set	3,726.60
172	CAR MATTING, Rubber	1	piece	2,827.50
173	Cardioid Condenser Shotgun Microphone	2	unit	37,218.60
174	CORK BOARD, 2'x4', Steel Frame	1	piece	1,711.00
175	Digital Multimeter volt tester	1	unit	1,485.00
176	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	3	pack	236.40
177	DISPOSABLE CUP, Styro, 12oz, 25s/pack	3	pack	151.50
178	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	348.00
179	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	382.80
180	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	348.00
181	Docking Station USB 3.0 to SATA HDD Dual Bay	2	unit	5,220.00
182	DOOR KNOB, Stainless Steel, Heavy Duty	3	piece	6,085.80
183	Drone Intelligent Battery	3	unit	45,670.65
184	Dual Port Type C Fast Charger 65w	2	unit	3,480.00
185	EXTENSION CORD, Basic, 3-4 Gang, 10meters	6	piece	5,655.00
186	EXTENSION CORD, with Cable Reel, 3-4 Gang, 25-30meters	1	piece	3,915.00
187	FIRE EXTINGUISHER, 10 pounds	1	piece	2,969.30
188	Gimbal Smartphone Stabilizer Creator Kit	2	unit	29,551.00
189	HARD DISK DRIVE, Internal, SATA, 2TB	15	unit	68,512.50
190	HDMI Cable 0.5 meters 4k	4	pieces	800.40
191	HDMI Cable 3 meters 4k	4	pieces	2,076.40
192	HDMI CABLE, Nylon Braided, 10meters	2	piece	1,015.00
193	HDMI CABLE, Nylon Braided, 20meters	2	piece	1,740.00
194	HDMI SPLITTER, 1 in 4 out	2	piece	2,932.00
195	JUMPER BOOTS, Chest Length, Rubber Material	6	piece	14,178.00
196	Laptop Solid State Drive 1tb M.2	4	piece	45,240.00
197	Mirrorless Camera Battery Charger MH-24	1	unit	4,017.85
198	Mirrorless Camera Battery En-EL15c	2	unit	12,165.50

199	MOBILE WIFI, 4G/LTE, Internal 4G Modem	2	unit	11,455.00
200	Monopod with feet	2	unit	31,897.00
201	MOUSE, Wireless, 200-12,000dpi, Lightsync RGB	6	unit	38,271.60
202	NP-F970 Wireless HDMI Battery	4	unit	51,040.00
203	OFFICE JACKET, with Print	10	piece	26,100.00
204	POWER SUPPLY UNIT, 500watts, 80+ Tru Rated, Non-Modular	3	unit	12,171.30
205	PRESENTER, Laser Pointer, Wireless	1	unit	3,172.60
206	PROJECTOR SCREEN, with Stand, 16:10 Aspect Ratio	1	pieces	6,525.00
207	Type C to Type C Data Cable 60w	2	unit	1,447.10
208	Video Camera Battery Li-On BP-U100 97w	2	unit	66,120.00

the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GENERAL FUND CY 2026** in the amount of **ONE MILLION THREE HUNDRED THIRTY SEVEN THOUSAND NINE HUNDRED EIGHTY FIVE AND 40/100 PHILIPPINE PESOS (PhP 1,337,985.40)**.

2.2. The source of funding is:

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

## 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. Not applicable.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Goods**

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

#### **7. Subcontracts**

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

- 7.2. Not applicable.
- 7.3. Not applicable.
- 7.4. Not applicable

## **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 **FIVE (5) 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.

11.5. Not Applicable.

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

12.2. Not Applicable.

## 13. Bid and Payment Currencies

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

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

Philippine Pesos

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</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 **ONE HUNDRED TWENTY (120) C.D. FROM THE DATE OF BID OPENING**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. Not Applicable.

## **15. Sealing and Marking of Bids**

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

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

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

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

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. Not Applicable

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

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

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

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

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. Not Applicable.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. Not applicable.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY</b></li> <li>b. completed within <b>FIVE (5) YEARS</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<ul style="list-style-type: none"> <li>• Not Applicable.</li> </ul>
12	The price of the Goods shall be quoted DDP <b>DAGUPAN CITY</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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>2% of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>5% of ABC</b>, if bid security is in Surety Bond.</li> </ul>
15.0	<p>The Bidder shall submit in <b>ONE SEALED ENVELOPE</b> marked as "<b>BID PROPOSAL</b>" and containing the following sealed envelopes;</p> <p><b><u>1st Sealed Envelope</u></b>, marked as "<b>ORIGINAL BID</b>", containing the following two separate sealed envelopes with corresponding labels:</p> <ul style="list-style-type: none"> <li>➤ <b>Original – Technical Component.</b> The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped "certified true copy", and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label "<b>Original – Technical Component</b>".</li> <li>➤ <b>Original – Financial Component.</b> The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label "<b>Original – Financial Component</b>".</li> </ul> <p><b><u>2nd Sealed Envelope</u></b>, marked as "<b>COPY NO. 1</b>", containing the following two separate sealed envelopes with corresponding labels:</p>

- **Copy No. 1 – Technical Component.** The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped “certified true copy”, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label “**Copy No. 1- Technical Component**”.
- **Copy No. 1 – Financial Component.** The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label “**Copy No. 1 – Financial Component**”.

**3rd Sealed Envelope**, marked as “**COPY NO. 2**”, containing the following two separate sealed envelopes with corresponding labels:

- **Copy No. 2 – Technical Component.** The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped “certified true copy”, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label “**Copy No. 2- Technical Component**”.
- **Copy No. 2 – Financial Component.** The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a hard bound folder and then put in a sealed envelope and both should have the label “**Copy No. 2 – Financial Component**”.

All envelopes and folders shall bear the following:

- a) Contain the name of the contract to be bid in Capital Letters;
- b) Bear the name and address of the Bidder in Capital Letters;
- c) Be addressed to the Procuring Entity’s BAC as follows:

**BIDS AND AWARDS COMMITTEE  
CITY GOVERNMENT OF DAGUPAN  
CITY HALL COMPLEX,  
A.B. FERNANDEZ AVE.,  
DAGUPAN CITY**

- d) Bear a warning “**DO NOT OPEN BEFORE...**” the date and time of the opening of bid as indicated in the IB
- e) Strictly comply the documentary requirements.

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

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

## 3. **Performance Security**

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

## 4. **Inspection and Tests**

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## **Section V. Special Conditions of Contract**

## Special Conditions of Contract

GCC Clause	
1	<p><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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b>DAGUPAN CITY</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <b>DAGUPAN CITY</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</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><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> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> </ul>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until</p>

their receipt and final acceptance at the final destination.

**Intellectual Property Rights –**

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.

## 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 No.	Item Description	Qty	Unit	DELIVERED, WEEKS/MONTHS
1	ADDING MACHINE TAPE, 2"	100	roll	
2	ADHESIVE QUICK BOND, 3g/tube	6	tube	
3	AIR FRESHENER, 320ml/can	37	can	
4	AIR FRESHENER, Auto Spray Refill, 269ml	10	piece	
5	ALCOHOL, Ethyl, 1 Gallon	3	bottle	
6	ALCOHOL, Ethyl, 500ml	45	bottle	
7	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	23	bottle	
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	33	box	
9	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	2	box	
10	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	5	box	
11	BALLPEN, Fine Tip, 0.5, Black	72	piece	
12	BALLPEN, Fine Tip, 0.5, Red	48	piece	
13	BALLPEN, Gel Pen, 0.5, Black	12	piece	
14	BALLPEN, Retractable, 0.5, Black	49	piece	
15	BATHROOM SOAP, 125g/box	41	box	
16	BATHROOM SOAP, 175g/box	50	box	
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	
18	BATTERY, Dry Cell, Size AAA, 4pcs/pack	15	pack	
19	BATTERY, Rechargeable, 9 volts, 175mAh, 1pc/pack	5	pack	
20	BATTERY, Rechargeable, Size AA, 2pcs/pack	5	pack	
21	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	
22	BILL/ FINGERTIP MOISTENER, 20g/canister	20	canister	
23	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	
24	BLEACHING SOLUTION, 1liter/bottle	12	bottle	
25	BOND PAPER, Legal, Subs. 20, 500sheets/ream (PAPER, MULTICOPY, Legal)	178	ream	
26	BOND PAPER, Letter, Subs. 20, 500sheets/ream	75	ream	
27	BROOM (Walis Tambo)	11	piece	
28	BROOM (Walis Ting-Ting)	9	piece	

29	CALCULATOR, Basic Compact, 12 Digits	4	piece	
30	CARBON FILM, Legal, 100sheets/box	6	box	
31	CEILING COBWEB REMOVER, 2-Way, Extendable, Plastic Handle	1	piece	
32	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	
33	CLIP, Backfold, 19mm	10	box	
34	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	10	piece	
35	CLOTH, Franela	46	piece	
36	CMOS BATTERY, Size CR2032, 1pc/pack	20	pack	
37	CORRECTION TAPE	108	piece	
38	CUTTER, Heavy Duty	10	piece	
39	CUTTER, Small	5	piece	
40	DATA FILE BOX, Double	5	piece	
41	DETERGENT POWDER, 1kg/pack	8	pack	
42	DETERGENT POWDER, 50g/pack	80	pack	
43	DISHWASHING LIQUID, 780ml/bottle	22	bottle	
44	DISHWASHING LIQUID, Refill, 550ml/pack	6	pack	
45	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	
46	DISINFECTANT SPRAY, 340g/can	3	can	
47	DISINFECTANT SPRAY, 510g/can	20	can	
48	DOOR MAT, Cloth	56	piece	
49	DUPLICATOR INK, Riso CV1200	2	roll	
50	ELECTRICAL TAPE, Big	15	piece	
51	ELECTRICAL TAPE, Small	10	piece	
52	ENVELOPE, Documentary, Legal	6	box	
53	ENVELOPE, Expanding, Plastic, Long, 0.50mm	60	piece	
54	FABRIC CONDITIONER, 22ml/pack	90	pack	
55	FLASH DRIVE, 32gb	3	piece	
56	FLASH DRIVE, 64gb	21	piece	
57	FOLDER, Pressboard, Long, 100sheets/box	3	box	
58	GLASS CLEANER, with Sprayer, 500ml/bottle	7	bottle	
59	GLUE GUN, Heavy Duty	2	piece	
60	GLUE STICK, 4s/pack	10	pack	
61	GLUE, All Purpose, 240g/jar	5	jar	
62	GUN TACKER WIRE, T50, 1250pcs/box	5	box	
63	GUN TACKER, Heavy Duty	2	piece	
64	KEYBOARD MOUSE PACK, Wired, USB Connection	10	pack	
65	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	

66	LIQUID SOSA, 500ml/bottle	22	bottle	
67	MARKER INK REFILL, Whiteboard, 20ml/bottle, Black	2	bottle	
68	MARKER INK REFILL, Whiteboard, 20ml/bottle, Blue	2	bottle	
69	MARKER INK REFILL, Whiteboard, 20ml/bottle, Red	2	bottle	
70	MARKER, fluorescent	20	set	
71	MARKER, Permanent, Broad Tip, Black	6	piece	
72	MARKER, Permanent, Fine Tip, 12pcs/box, Black	2	box	
73	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	
74	MARKER, Whiteboard, Broad Tip, Black	6	piece	
75	MARKER, Whiteboard, Fine Tip, Black	12	piece	
76	MARKER, Whiteboard, Fine Tip, Blue	2	piece	
77	MARKER, Whiteboard, Fine Tip, Red	2	piece	
78	MIMEO PAPER, Whitewove, Long, 500sheets/ream	50	ream	
79	MIMEO PAPER, Whitewove, Short, 500sheets/ream	20	ream	
80	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	2	piece	
81	MOP REFILL, Tornado	3	piece	
82	MOP SQUEEZER, Tornado	1	set	
83	MOPHEAD, Cotton, 400g	6	piece	
84	MOUSE, Optical, Wired, USB Connection	5	piece	
85	MURIATIC ACID, 1L/bottle	3	bottle	
86	NOTE PAD, stick on, 3" x 3"	36	pad	
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	
88	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	
89	PAPER CLIP, vinyl/plastic coated, 33mm	25	box	
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25	box	
91	PAPER FASTENER, metal	30	box	
92	PAPER FASTENER, Plastic, 50S/BOX	45	box	
93	PAPER, Parchment, A4, Multi-Purpose	5	pack	
94	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	
95	PENCIL, Lead #1, 12s/box	2	box	
96	PENCIL, Lead #2, 12s/box	2	box	
97	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	30	pack	
98	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black	1	bottle	
99	PRINTER INK REFILL, Brother BT5000,	1	bottle	

	48.8ml/bottle, Cyan			
100	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta	1	bottle	
101	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow	1	bottle	
102	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	18	bottle	
103	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	15	bottle	
104	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	15	bottle	
105	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	15	bottle	
106	PRINTER INK REFILL, Epson 005, 120ml/bottle, Black	5	bottle	
107	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	10	bottle	
108	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	8	bottle	
109	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	8	bottle	
110	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	8	bottle	
111	PRINTER INK REFILL, EPSON C13T664100 (T6641), BLACK	1	bottle	
112	PRINTER INK REFILL, EPSON C13T664200 (T6642), CYAN	1	bottle	
113	PRINTER INK REFILL, EPSON C13T664300 (T6643), MAGENTA	1	bottle	
114	PRINTER INK REFILL, EPSON C13T664400 (T6644), YELLOW	1	bottle	
115	PRINTER INK REFILL, HP GT52, 70ml/bottle, Cyan	2	bottle	
116	PRINTER INK REFILL, HP GT52, 70ml/bottle, Magenta	2	bottle	
117	PRINTER INK REFILL, HP GT52, 70ml/bottle, Yellow	2	bottle	
118	PRINTER INK REFILL, HP GT53, 90ml/bottle, Black	2	bottle	
119	PRINTER INK TONER, Kyocera MA2100, Black	3	piece	
120	PRINTER INK TONER, Kyocera MA2100, Cyan	3	piece	
121	PRINTER INK TONER, Kyocera MA2100, Magenta	3	piece	
122	PRINTER INK TONER, Kyocera MA2100, Yellow	3	piece	
123	PUSH BRUSH, Wooden Handle	3	piece	
124	PVC CARD, 500pcs/box	3	box	

125	RAGS	30	bundle	
126	RECORD BOOK, 500 pages	17	piece	
127	RIBBON CARTRIDGE, EPSON C13S015632, Black, for LX-310	65	piece	
128	RJ45 CONNECTOR, Passthrough, 100s/pack	5	pack	
129	RUBBER BAND, #14, 350g/box	11	box	
130	RULER, Hard Plastic, 12"	3	piece	
131	RULER, Steel, 18"	2	piece	
132	SCISSORS, Multi-Purpose, 8"	9	pair	
133	SCOURING PAD, with Foam	10	piece	
134	SIGN PEN, Gel Point, 0.5mm, Black	68	piece	
135	SIGN PEN, Gel Point, 1.0mm, Black	66	piece	
136	SIGN PEN, Impact Gel, 1.0mm, Black	36	piece	
137	SOAP, Hand Soap, Liquid, 500ml/bottle	13	bottle	
138	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	12	bundle	
139	SPONGE, Regular, with Scrub Pad	31	piece	
140	STAMP PAD INK, 950ml/bottle	1	bottle	
141	STAMP PAD, Big	7	piece	
142	STAMP, Self Inking, Customized, Small	4	piece	
143	STAPLE REMOVER, Plier Type	5	piece	
144	STAPLER, #35, Heavy Duty, with Staple Remover	6	piece	
145	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	10	pack	
146	STICKER PAPER, A4, Glossy, 10sheets/pack	20	pack	
147	STORAGE BOX, Plastic, with Cover, 87 Liters	10	piece	
148	TAPE DISPENSER, Table Top	2	piece	
149	TAPE, Double Sided, 1"	20	roll	
150	TAPE, Double Sided, 1/2"	10	roll	
151	TAPE, Duct, 2"	15	roll	
152	TAPE, Masking, 24mm	25	roll	
153	TAPE, MASKING, 48mm	30	roll	
154	TAPE, transparent, 24mm	60	roll	
155	TAPE, transparent, 48mm	10	roll	
156	TISSUE PAPER, 2ply, 12rolls/pack	52	pack	
157	TISSUE PAPER, 2ply, 9rolls/pack	10	pack	
158	TOILET BOWL BRUSH, Metal Handle	2	piece	
159	TOILET DEODORANT CAKE, 100g	10	piece	
160	TOILET DEODORANT CAKE, 50g	12	piece	
161	TONER CARTRIDGE, HP 285a (85a), Black	10	piece	

162	TRASH BAG, Plastic, Large, 10pcs/pack	6	pack	
163	TRASH BAG, Plastic, XLarge, 10pcs/pack	30	pack	
164	TRASH BAG, Plastic, XXLarge, 10pcs/pack	90	pack	
165	TRASH CAN, with Cover, Drum Type	3	piece	
166	USB HUB, 3.0, 4 Ports	5	piece	
167	ACRYLIC DISPLAY HOLDER, Horizontal, For Name Tags	3	piece	
168	ACRYLIC DISPLAY HOLDER, Portrait Orientation, A4 Size	2	piece	
169	ADDING MACHINE, Printing Calculator, Heavy Duty, 2 Way Power	2	piece	
170	AUDIO JACK, 3.5, Male to Male, 3-10m	2	piece	
171	BATTERY CHARGER, Basic, 4pcs, AA/AAA, with 4pcs Rechargeable Battery	2	set	
172	CAR MATTING, Rubber	1	piece	
173	Cardioid Condenser Shotgun Microphone	2	unit	
174	CORK BOARD, 2'x4', Steel Frame	1	piece	
175	Digital Multimeter volt tester	1	unit	
176	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	3	pack	
177	DISPOSABLE CUP, Styro, 12oz, 25s/pack	3	pack	
178	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	
179	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	
180	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	
181	Docking Station USB 3.0 to SATA HDD Dual Bay	2	unit	
182	DOOR KNOB, Stainless Steel, Heavy Duty	3	piece	
183	Drone Intelligent Battery	3	unit	
184	Dual Port Type C Fast Charger 65w	2	unit	
185	EXTENSION CORD, Basic, 3-4 Gang, 10meters	6	piece	
186	EXTENSION CORD, with Cable Reel, 3-4 Gang, 25-30meters	1	piece	
187	FIRE EXTINGUISHER, 10 pounds	1	piece	
188	Gimbal Smartphone Stabilizer Creator Kit	2	unit	
189	HARD DISK DRIVE, Internal, SATA, 2TB	15	unit	
190	HDMI Cable 0.5 meters 4k	4	pieces	
191	HDMI Cable 3 meters 4k	4	pieces	
192	HDMI CABLE, Nylon Braided, 10meters	2	piece	
193	HDMI CABLE, Nylon Braided, 20meters	2	piece	
194	HDMI SPLITTER, 1 in 4 out	2	piece	
195	JUMPER BOOTS, Chest Length, Rubber Material	6	piece	
196	Laptop Solid State Drive 1tb M.2	4	piece	
197	Mirrorless Camera Battery Charger MH-24	1	unit	

198	Mirrorless Camera Battery En-EL15c	2	unit	
199	MOBILE WIFI, 4G/LTE, Internal 4G Modem	2	unit	
200	Monopod with feet	2	unit	
201	MOUSE, Wireless, 200-12,000dpi, Lightsync RGB	6	unit	
202	NP-F970 Wireless HDMI Battery	4	unit	
203	OFFICE JACKET, with Print	10	piece	
204	POWER SUPPLY UNIT, 500watts, 80+ Tru Rated, Non-Modular	3	unit	
205	PRESENTER, Laser Pointer, Wireless	1	unit	
206	PROJECTOR SCREEN, with Stand, 16:10 Aspect Ratio	1	pieces	
207	Type C to Type C Data Cable 60w	2	unit	
208	Video Camera Battery Li-On BP-U100 97w	2	unit	

I hereby certify to comply and deliver all the above requirements.

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

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

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

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

## **Section VII. Technical Specifications**

## Technical Specifications

Item	Specification	Statement of Compliance
		[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.]

Item No.	Item Description	Qty	Unit	Statement of Compliance
1	ADDING MACHINE TAPE, 2"	100	roll	
2	ADHESIVE QUICK BOND, 3g/tube	6	tube	
3	AIR FRESHENER, 320ml/can	37	can	
4	AIR FRESHENER, Auto Spray Refill, 269ml	10	piece	
5	ALCOHOL, Ethyl, 1 Gallon	3	bottle	
6	ALCOHOL, Ethyl, 500ml	45	bottle	
7	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	23	bottle	
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	33	box	
9	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	2	box	
10	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	5	box	
11	BALLPEN, Fine Tip, 0.5, Black	72	piece	
12	BALLPEN, Fine Tip, 0.5, Red	48	piece	
13	BALLPEN, Gel Pen, 0.5, Black	12	piece	
14	BALLPEN, Retractable, 0.5, Black	49	piece	
15	BATHROOM SOAP, 125g/box	41	box	
16	BATHROOM SOAP, 175g/box	50	box	
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	
18	BATTERY, Dry Cell, Size AAA, 4pcs/pack	15	pack	

19	BATTERY, Rechargeable, 9 volts, 175mAh, 1pc/pack	5	pack	
20	BATTERY, Rechargeable, Size AA, 2pcs/pack	5	pack	
21	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	
22	BILL/ FINGERTIP MOISTENER, 20g/canister	20	canister	
23	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	
24	BLEACHING SOLUTION, 1liter/bottle	12	bottle	
25	BOND PAPER, Legal, Subs. 20, 500sheets/ream (PAPER, MULTICOPY, Legal)	178	ream	
26	BOND PAPER, Letter, Subs. 20, 500sheets/ream	75	ream	
27	BROOM (Walis Tambo)	11	piece	
28	BROOM (Walis Ting-Ting)	9	piece	
29	CALCULATOR, Basic Compact, 12 Digits	4	piece	
30	CARBON FILM, Legal, 100sheets/box	6	box	
31	CEILING COBWEB REMOVER, 2-Way, Extendable, Plastic Handle	1	piece	
32	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	
33	CLIP, Backfold, 19mm	10	box	
34	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	10	piece	
35	CLOTH, Franela	46	piece	
36	CMOS BATTERY, Size CR2032, 1pc/pack	20	pack	
37	CORRECTION TAPE	108	piece	
38	CUTTER, Heavy Duty	10	piece	
39	CUTTER, Small	5	piece	
40	DATA FILE BOX, Double	5	piece	
41	DETERGENT POWDER, 1kg/pack	8	pack	
42	DETERGENT POWDER, 50g/pack	80	pack	
43	DISHWASHING LIQUID, 780ml/bottle	22	bottle	
44	DISHWASHING LIQUID, Refill, 550ml/pack	6	pack	
45	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	
46	DISINFECTANT SPRAY, 340g/can	3	can	
47	DISINFECTANT SPRAY, 510g/can	20	can	
48	DOOR MAT, Cloth	56	piece	
49	DUPLICATOR INK, Riso CV1200	2	roll	
50	ELECTRICAL TAPE, Big	15	piece	
51	ELECTRICAL TAPE, Small	10	piece	
52	ENVELOPE, Documentary, Legal	6	box	
53	ENVELOPE, Expanding, Plastic, Long,	60	piece	

	0.50mm			
54	FABRIC CONDITIONER, 22ml/pack	90	pack	
55	FLASH DRIVE, 32gb	3	piece	
56	FLASH DRIVE, 64gb	21	piece	
57	FOLDER, Pressboard, Long, 100sheets/box	3	box	
58	GLASS CLEANER, with Sprayer, 500ml/bottle	7	bottle	
59	GLUE GUN, Heavy Duty	2	piece	
60	GLUE STICK, 4s/pack	10	pack	
61	GLUE, All Purpose, 240g/jar	5	jar	
62	GUN TACKER WIRE, T50, 1250pcs/box	5	box	
63	GUN TACKER, Heavy Duty	2	piece	
64	KEYBOARD MOUSE PACK, Wired, USB Connection	10	pack	
65	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	
66	LIQUID SOSA, 500ml/bottle	22	bottle	
67	MARKER INK REFILL, Whiteboard, 20ml/bottle, Black	2	bottle	
68	MARKER INK REFILL, Whiteboard, 20ml/bottle, Blue	2	bottle	
69	MARKER INK REFILL, Whiteboard, 20ml/bottle, Red	2	bottle	
70	MARKER, fluorescent	20	set	
71	MARKER, Permanent, Broad Tip, Black	6	piece	
72	MARKER, Permanent, Fine Tip, 12pcs/box, Black	2	box	
73	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	
74	MARKER, Whiteboard, Broad Tip, Black	6	piece	
75	MARKER, Whiteboard, Fine Tip, Black	12	piece	
76	MARKER, Whiteboard, Fine Tip, Blue	2	piece	
77	MARKER, Whiteboard, Fine Tip, Red	2	piece	
78	MIMEO PAPER, Whitewove, Long, 500sheets/ream	50	ream	
79	MIMEO PAPER, Whitewove, Short, 500sheets/ream	20	ream	
80	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	2	piece	
81	MOP REFILL, Tornado	3	piece	
82	MOP SQUEEZER, Tornado	1	set	
83	MOPHEAD, Cotton, 400g	6	piece	
84	MOUSE, Optical, Wired, USB Connection	5	piece	
85	MURIATIC ACID, 1L/bottle	3	bottle	
86	NOTE PAD, stick on, 3" x 3"	36	pad	
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	

88	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	
89	PAPER CLIP, vinyl/plastic coated, 33mm	25	box	
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25	box	
91	PAPER FASTENER, metal	30	box	
92	PAPER FASTENER, Plastic, 50S/BOX	45	box	
93	PAPER, Parchment, A4, Multi-Purpose	5	pack	
94	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	
95	PENCIL, Lead #1, 12s/box	2	box	
96	PENCIL, Lead #2, 12s/box	2	box	
97	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	30	pack	
98	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black	1	bottle	
99	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan	1	bottle	
100	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta	1	bottle	
101	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow	1	bottle	
102	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	18	bottle	
103	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	15	bottle	
104	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	15	bottle	
105	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	15	bottle	
106	PRINTER INK REFILL, Epson 005, 120ml/bottle, Black	5	bottle	
107	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	10	bottle	
108	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	8	bottle	
109	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	8	bottle	
110	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	8	bottle	
111	PRINTER INK REFILL, EPSON C13T664100 (T6641), BLACK	1	bottle	
112	PRINTER INK REFILL, EPSON C13T664200 (T6642), CYAN	1	bottle	
113	PRINTER INK REFILL, EPSON C13T664300 (T6643), MAGENTA	1	bottle	
114	PRINTER INK REFILL, EPSON C13T664400 (T6644), YELLOW	1	bottle	
115	PRINTER INK REFILL, HP GT52,	2	bottle	

	70ml/bottle, Cyan			
116	PRINTER INK REFILL, HP GT52, 70ml/bottle, Magenta	2	bottle	
117	PRINTER INK REFILL, HP GT52, 70ml/bottle, Yellow	2	bottle	
118	PRINTER INK REFILL, HP GT53, 90ml/bottle, Black	2	bottle	
119	PRINTER INK TONER, Kyocera MA2100, Black	3	piece	
120	PRINTER INK TONER, Kyocera MA2100, Cyan	3	piece	
121	PRINTER INK TONER, Kyocera MA2100, Magenta	3	piece	
122	PRINTER INK TONER, Kyocera MA2100, Yellow	3	piece	
123	PUSH BRUSH, Wooden Handle	3	piece	
124	PVC CARD, 500pcs/box	3	box	
125	RAGS	30	bundle	
126	RECORD BOOK, 500 pages	17	piece	
127	RIBBON CARTRIDGE, EPSON C13S015632, Black, for LX-310	65	piece	
128	RJ45 CONNECTOR, Passthrough, 100s/pack	5	pack	
129	RUBBER BAND, #14, 350g/box	11	box	
130	RULER, Hard Plastic, 12"	3	piece	
131	RULER, Steel, 18"	2	piece	
132	SCISSORS, Multi-Purpose, 8"	9	pair	
133	SCOURING PAD, with Foam	10	piece	
134	SIGN PEN, Gel Point, 0.5mm, Black	68	piece	
135	SIGN PEN, Gel Point, 1.0mm, Black	66	piece	
136	SIGN PEN, Impact Gel, 1.0mm, Black	36	piece	
137	SOAP, Hand Soap, Liquid, 500ml/bottle	13	bottle	
138	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	12	bundle	
139	SPONGE, Regular, with Scrub Pad	31	piece	
140	STAMP PAD INK, 950ml/bottle	1	bottle	
141	STAMP PAD, Big	7	piece	
142	STAMP, Self Inking, Customized, Small	4	piece	
143	STAPLE REMOVER, Plier Type	5	piece	
144	STAPLER, #35, Heavy Duty, with Staple Remover	6	piece	
145	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	10	pack	
146	STICKER PAPER, A4, Glossy, 10sheets/pack	20	pack	

147	STORAGE BOX, Plastic, with Cover, 87 Liters	10	piece	
148	TAPE DISPENSER, Table Top	2	piece	
149	TAPE, Double Sided, 1"	20	roll	
150	TAPE, Double Sided, 1/2"	10	roll	
151	TAPE, Duct, 2"	15	roll	
152	TAPE, Masking, 24mm	25	roll	
153	TAPE, MASKING, 48mm	30	roll	
154	TAPE, transparent, 24mm	60	roll	
155	TAPE, transparent, 48mm	10	roll	
156	TISSUE PAPER, 2ply, 12rolls/pack	52	pack	
157	TISSUE PAPER, 2ply, 9rolls/pack	10	pack	
158	TOILET BOWL BRUSH, Metal Handle	2	piece	
159	TOILET DEODORANT CAKE, 100g	10	piece	
160	TOILET DEODORANT CAKE, 50g	12	piece	
161	TONER CARTRIDGE, HP 285a (85a), Black	10	piece	
162	TRASH BAG, Plastic, Large, 10pcs/pack	6	pack	
163	TRASH BAG, Plastic, XLarge, 10pcs/pack	30	pack	
164	TRASH BAG, Plastic, XXXLarge, 10pcs/pack	90	pack	
165	TRASH CAN, with Cover, Drum Type	3	piece	
166	USB HUB, 3.0, 4 Ports	5	piece	
167	ACRYLIC DISPLAY HOLDER, Horizontal, For Name Tags	3	piece	
168	ACRYLIC DISPLAY HOLDER, Portrait Orientation, A4 Size	2	piece	
169	ADDING MACHINE, Printing Calculator, Heavy Duty, 2 Way Power	2	piece	
170	AUDIO JACK, 3.5, Male to Male, 3-10m	2	piece	
171	BATTERY CHARGER, Basic, 4pcs, AA/AAA, with 4pcs Rechargeable Battery	2	set	
172	CAR MATTING, Rubber	1	piece	
173	Cardioid Condenser Shotgun Microphone	2	unit	
174	CORK BOARD, 2'x4', Steel Frame	1	piece	
175	Digital Multimeter volt tester	1	unit	
176	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	3	pack	
177	DISPOSABLE CUP, Styro, 12oz, 25s/pack	3	pack	
178	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	
179	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	
180	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	
181	Docking Station USB 3.0 to SATA HDD Dual Bay	2	unit	
182	DOOR KNOB, Stainless Steel, Heavy Duty	3	piece	

183	Drone Intelligent Battery	3	unit	
184	Dual Port Type C Fast Charger 65w	2	unit	
185	EXTENSION CORD, Basic, 3-4 Gang, 10meters	6	piece	
186	EXTENSION CORD, with Cable Reel, 3-4 Gang, 25-30meters	1	piece	
187	FIRE EXTINGUISHER, 10 pounds	1	piece	
188	Gimbal Smartphone Stabilizer Creator Kit	2	unit	
189	HARD DISK DRIVE, Internal, SATA, 2TB	15	unit	
190	HDMI Cable 0.5 meters 4k	4	pieces	
191	HDMI Cable 3 meters 4k	4	pieces	
192	HDMI CABLE, Nylon Braided, 10meters	2	piece	
193	HDMI CABLE, Nylon Braided, 20meters	2	piece	
194	HDMI SPLITTER, 1 in 4 out	2	piece	
195	JUMPER BOOTS, Chest Length, Rubber Material	6	piece	
196	Laptop Solid State Drive 1tb M.2	4	piece	
197	Mirrorless Camera Battery Charger MH-24	1	unit	
198	Mirrorless Camera Battery En-EL15c	2	unit	
199	MOBILE WIFI, 4G/LTE, Internal 4G Modem	2	unit	
200	Monopod with feet	2	unit	
201	MOUSE, Wireless, 200-12,000dpi, Lightsync RGB	6	unit	
202	NP-F970 Wireless HDMI Battery	4	unit	
203	OFFICE JACKET, with Print	10	piece	
204	POWER SUPPLY UNIT, 500watts, 80+ Tru Rated, Non-Modular	3	unit	
205	PRESENTER, Laser Pointer, Wireless	1	unit	
206	PROJECTOR SCREEN, with Stand, 16:10 Aspect Ratio	1	pieces	
207	Type C to Type C Data Cable 60w	2	unit	
208	Video Camera Battery Li-On BP-U100 97w	2	unit	

I hereby certify to comply and deliver all the above requirements.

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

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

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

# Section VIII. Checklist of Technical and Financial Documents

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### Class “A” Documents

##### Legal Documents

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

##### Technical Documents

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

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

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

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

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

