

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FY 2025 OF MINSU MAIN CAMPUS

Government of the Republic of the Philippines

MINDORO STATE UNIVERSITY (MinSU)



**Sixth Edition
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MinSU ITB 2025-004

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 notes 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, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID FOR

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FY 2025 OF MINSU MAIN CAMPUS

The *Mindoro State University (MinSU)* through the **Modified Disbursement System (MDS)** intends to apply the sum of ***One Million One Hundred Seventy-Six Thousand Two Hundred Eighty-Three Pesos (Php1,176,283.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Office Supplies FY 2025 of MinSU Main Campus – ITB 2025-004**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The ***Mindoro State University (MinSU)*** now invites bids for **Supply and Delivery of Office Supplies FY 2025 of MinSU Main Campus**. Delivery of the Goods is required **thirty (30) calendar days**. 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).
2. 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, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizen/sole proprietorships, partnerships or organizations with at least sixty (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.

3. Prospective Bidders may obtain further information from Mindoro State University– Main Campus and inspect the Bidding Documents at the BAC Office from 8:00AM to 5:00 PM, Monday to Friday.
4. A complete set of Bidding Documents may be acquired by interested Bidders from **May 22, 2025** by downloading the same, free of charge from the website of PhilGEPS and MinSU (<http://www.minsu.edu.ph>). Provided, however, that bidders shall pay the applicable fee for bidding documents, pursuant to the Guidelines issued by GPPB, not later than the submission of their bids. The amount of the bidding documents should be directly deposited to the account of MinSU only upon coordination to the BAC Secretariat for the details of payment.

Particulars	Price of Bidding Document
Supply and Delivery of Office Supplies FY 2025 of MinSU Main Campus	Php1,200.00

5. The Mindoro State University (MinSU) will hold a Conference on **May 30,2025 at 10:00AM** at BAC Office, 1st Floor, Administration Building-Extension (Centralized Science Laboratory Building), Alcate, Victoria, Oriental Mindoro.. Pre-bid Conference shall be done through Google Meet Video Conferencing or other video conferencing applications which shall be announced prior to the pre-bid conference. To facilitate online meeting requirements, prospective bidders shall inform the BAC through the Secretariat, either by sending an email at minsulbacoffice@gmail.com or communicate with the latter through any mode of communication, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference. Upon receipt of the communication, the secretariat shall send an online meeting link.

6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **June 11,2025 at 10:00AM**. **Online submission of bidding documents is not allowed and will not be entertained.**
 - Bids may also be submitted through private courier and personal delivery.
 - Bidders who submitted their bids must notify the BAC through email, cellphone calls and text messaging to confirm that they sent their bids and all documents relative thereto. In the email, the bidder must attach the proof of sending of the said documents (i.e. actual photo of the envelopes and their official receipt issued by the post office or by the courier).
 - The bidders must assure that their bids shall be forwarded by the courier to MinSU on or before the date and time of the bid opening. The bidders have the responsibility to track their documents with the courier. The date of receipt of bids shall be the date of sending of documents, provided that the documents are actually received by the Secretariat. The BAC shall bear no responsibility whatsoever for the delay that the courier may have caused. **Bids sent/or received after the deadline shall be disqualified.**

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

8. Bid opening shall be on **June 11,2025 at 10:30AM** at BAC Office, 1st Floor, Administration Building-Extension (Centralized Science Laboratory Building), Alcate, Victoria, Oriental Mindoro. The opening and preliminary evaluation of bids shall be done in front of the BAC members and in the presence of the bidders' representatives who choose to attend the activity.

9. The *Mindoro State University (MinSU)* 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.

Activities	Schedule
Issuance of Bidding Documents	May 22,2025
Pre-Bid Conference	May 30,2025 at 10:00AM
Submission/Receipt of Bids	On or before June 11,2025 at 10:00AM
Opening of Bids	June 11, 2025 at 10:30AM

For further information, please contact:

Bids and Awards Committee (BAC) Secretariat

1st Floor, Admin Building-Extension (Centralized Science Lab Building),
MinSU– Main Campus
Alcate, Victoria, Or. Mindoro
Email address : minsulbac@gmail.com
Website : <http://www.minsu.edu.ph>

CIEDELLE PIOL-SALAZAR, Ph.D.
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring **Supply and Delivery of Office Supplies FY 2025 of MinSU Main Campus** identification number ***MinSU- ITB 2025-004***.

The Procurement Project (referred to herein as “Project” is composed of **One Hundred Twenty (120) items**, 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 *Modified Disbursement System (MDS)* in the amount of **One Million One Hundred Seventy-Six Thousand Two Hundred Eighty-Three Pesos (Php1,176,283.00)**

2.2. The source of funding is:

the General Appropriations Act (Modified Disbursement System (MDS) FY 2025

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that 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 BAC Office, 2nd Floor, Administration Building, MinSU, Alcate, Victoria, Oriental Mindoro through videoconferencing 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:
- Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. 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

- Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked “**ORIGINAL - TECHNICAL COMPONENT**”, and the original of their financial component in another sealed envelope marked “**ORIGINAL - FINANCIAL COMPONENT**”, sealing them all in an outer envelope marked “**ORIGINAL BID**”.
- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “**COPY NO. 1 - TECHNICAL COMPONENT**” and “**COPY NO. 1 – FINANCIAL COMPONENT**” and the outer envelope as “**COPY NO. 1**”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “**COPY NO. 2 - TECHNICAL COMPONENT**” and “**COPY NO. 2 – FINANCIAL COMPONENT**” and the outer envelope as “**COPY NO. 2**”, respectively.
- These envelopes containing the original and the copies shall then be enclosed in one single envelope.

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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial

evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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 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 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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: The Bidder must have completed within three (3) years a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7.1	<i>Subcontracting is NOT allowed.</i>
12	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Twenty-Three Thousand Four Hundred Thirty-One Pesos and 46/100 (₱23,431.46), if bid security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Fifty-Eight Thousand Eight Hundred Fourteen Pesos and 15/100 (₱58,814.15) if bid security is in the form of Surety Bond
	a. <i>No further instructions.</i>
	b. <i>No further instructions.</i>
19.3	<i>No further instructions.</i>
20.2	
21.2	

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.	<p>Delivery and Documents –</p> <p>In case of Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered at MinSU Victoria Campus – Supply Office, Alcate, Victoria, Oriental Mindoro. In accordance with INCOTERMS.”</p> <p>In case of Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered to MinSU Victoria Campus– Supply Office, Alcate, Victoria, Oriental Mindoro. 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 John Emmanuel M. Merhan and May C. Beron. Delivery schedule shall be coordinated to Ms. Beron through email at mayberon06@gmail.com at least two working days before the intended delivery date.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<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>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p>
	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>Transportation -</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine</p>

	<p>registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>No further instructions.</i>
4	The inspections and tests that will be conducted are included on the scope of works.

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 to the Mindoro State University – Victoria (main) Campus, Supply Office Building at Alcate, Victoria, Oriental Mindoro.

Item No.	Description	Quantity	Total	Delivered Weeks/Months
	Submission/or pre-Inspection of sample of the items			Three (3) Calendar Days from The Receipt of Notice to Proceed
1	assorted cartolina	32 sheets	32 sheets	Within thirty (30) calendar days
2	ballpen-(i-gel GL 165) blk (12's)	26 bxs	26 bxs	
3	ballpen-(i-gel GL 165) blue (12's)	37 bxs	37 bxs	
4	ballpen (black)	27 bxs	27 bxs	
5	binder clip (1 1/4)	32 bxs	32 bxs	
6	binder clip (15mm)	24 bxs	24 bxs	
7	binder clips (19mm)	47 bxs	47 bxs	
8	binder clips (2 inches)	39 bxs	39 bxs	
9	binder clips 1" (25mm width)	56 bxs	56 bxs	
10	binder clips 3/4" (19mm)	44 bxs	44 bxs	
11	binder clips 25mm	20 bxs	20 bxs	
12	binder clips jumbo	11 pcs	11 pcs	
13	binding element 1 1/2 flat	38 pcs	38 pcs	
14	binding element 1 1/4 flat	44 pcs	44 pcs	
15	binding element 1	49 pcs	49 pcs	
16	brown envelop long	383 pcs	383 pcs	
17	calculator 12 digit, two way power	3 units	3 units	
18	carbon paper (blue) long	14 bxs	14 bxs	
19	cd-rw w/ case	121 packs	121 packs	
20	certificate holder- short	145 pcs	145 pcs	
21	clear sliding folder (long)	530 pcs	530 pcs	
22	clear sliding folder (short)	250 pcs	250 pcs	
23	clear folder (A4)	70 pcs	70 pcs	
24	combo ring 1"	20 pcs	20 pcs	
25	combo ring 1-1/2"	20 pcs	20 pcs	
26	correction tape 6mx5mm	139 pcs	139 pcs	
27	coupon bond A4 s20	418 reams	418 reams	
28	coupon bond A4 s24	24 reams	24 reams	
29	coupon bond A4 s30	16 reams	16 reams	
30	coupon bond long subs 20	478 reams	478 reams	
31	coupon bond short subs 20	162 reams	162 reams	
32	box cutter (big)	24 units	24 units	
33	double sided tape 1/2	76 pcs	76 pcs	
34	Double Sided tape 1"	18 pcs	18 pcs	
35	D-ring binder (black, legal-sized, thickness 65mm)	23 pcs	23 pcs	
36	envelop w/ garter - long brown	140 pcs	140 pcs	
37	expanded folder (long) green	259 pcs	259 pcs	
38	expanding envelop with garter (long)	438 pcs	438 pcs	

39	fastener coated	29 bxs	29 bxs	Within thirty (30) calendar days
40	folder long 14 pts 100's	64 reams	64 reams	
41	file folder long art kraft	125 pcs	125 pcs	
42	highlighter (Yellow-green)	43 pcs	43 pcs	
43	index tab (white)	36 boxes	36 boxes	
44	index tab (clear)	12 boxes	12 boxes	
45	ink #003 (black)	163 btls	163 btls	
46	ink #003 (yellow)	134 btls	134 btls	
47	ink #003 (magenta)	134 btls	134 btls	
48	ink #003 (cyan)	144 btls	144 btls	
49	ink #664 (black)	72 btls	72 btls	
50	ink #664 (yellow)	52 btls	52 btls	
51	ink #664 (magenta)	53 btls	53 btls	
52	ink #664 (cyan)	53 btls	53 btls	
53	ink refill black (1000ml)	5 btls	5 btls	
54	ink refill cyan (1000ml)	3 btls	3 btls	
55	ink refill magenta (1000ml)	3 btls	3 btls	
56	ink refill yellow (1000ml)	2 btls	2 btls	
57	acetate film (a4, 100sheets)	1 pcs	1 pcs	
58	long brown envelope	71 pcs	71 pcs	
59	short brown envelope	71 pcs	71 pcs	
60	short folder 100's	2 ream	2 ream	
61	permanent marker (fine) 12's	16 boxes	16 boxes	
62	permanent marker black (broad) 12's	20 boxes	20 boxes	
63	whiteboard marker 12's	69 boxes	69 boxes	
64	whiteboard marker ink, black 300ml	75 bottles	75 bottles	
65	plastic ruler 12"	5 pcs	5 pcs	
66	press folder green	4 boxes	4 boxes	
67	gel ink ballpen (black) (0.5) 12's	7 boxes	7 boxes	
68	gel ink ballpen (blue) (0.5) 12's	18 boxes	18 boxes	
69	sign pen (Hi-techpoint- black)	2 pcs	2 pcs	
70	sign pen (hi-techpoint-blue)	32 pcs	32 pcs	
71	sign pen um-153s (black) 12's	2 boxes	2 boxes	
72	sign pen um-153s (blue) 12's	2 boxes	2 boxes	
73	packaging tape 2"	8 rolls	8 rolls	
74	packaging tape (big)	2 rolls	2 rolls	
75	paper vinyl-coated clip (big) (48mm)	73 bxs	73 bxs	
76	paper vinyl-coated clip (small) (32mm)	75 bxs	75 bxs	
77	paper vinyl-coated clip (50mm)	8 box	8 box	
78	paper fastener 50's	27 box	27 box	
79	paper fastener metal	4 box	4 box	
80	pencil sharpener, rotary w/ clamp	4 unit	4 unit	
81	pencil, #2 12's	33 box	33 box	
82	photo paper (a4, plain back) 20's	32 packs	32 packs	
83	plastic cover #6	2 rolls	2 rolls	
84	push pins	33 box	33 box	
85	record book 200 pages	40 pads	40 pads	Within thirty (30) calendar days
86	record book 500 pages	15 pads	15 pads	
87	scissor big	29 pcs	29 pcs	
88	scotch tape (2")	29 rolls	29 rolls	

89	scotch tape 1	69 rolls	69 rolls
90	scotch tape 3/4	20 rolls	20 rolls
91	scotch tape white	1 roll	1 roll
92	masking tape 1"	86 rolls	86 rolls
93	masking tape 3/4	25 pcs	25 pcs
94	stamp pad ink 60ml	20 bottles	20 bottles
95	stamp pad felt pad #2	21 pcs	21 pcs
96	glue (240g)	52 bottles	52 bottles
97	heavy duty staple gun tacker (4-54mm)	12 units	12 units
98	staple wire #35	48 bxs	48 bxs
99	stapler w/ remover	30 pcs	30 pcs
100	sticker paper (a4) plain 10's	5 packs	5 packs
101	sticker paper (a4 matte 10's)	41 packs	41 packs
102	sticker paper (gloss) 10's	8 packs	8 packs
103	sticker paper (transparent) 10's	7 packs	7 packs
104	sticky note (3x3)	87 pads	87 pads
105	sticky note (3x5) light colors	74 pads	74 pads
106	sticky tab (index arrow flags) 20's/pads (10 pads)	97 packs	97 packs
107	sticky tab (rectangle) 20's/pads (10pads)	77 pads	77 pads
108	tape dispenser	11 unit	11 unit
109	magazine box- single green/black color	100 pcs	100 pcs
110	matte (a4) (100 sheets/pack)	3 packs	3 packs
111	vellum board- long (180gsm) 100s	30 reams	30 reams
112	vellum paper a4 (180 gsm) 100s	12 reams	12 reams
113	b=vellum board - short (180gsm) 100s	14 reams	14 reams
114	white envelop long #10	12 bxs	12 bxs
115	white folder (long)	82 pcs	82 pcs
116	bookbinding tape (2") (green/brown color)	4 rolls	4 rolls
117	photo paper a3, 230gsm plain back 20's	25 packs	25 packs
118	flash drive, USB-OTG 128gB	5 unit	5 unit
119	date/receive stamp	4 pcs	4 pcs
120	date stamp	4 pcs	4 pcs
XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX			

Section VII. Technical Specifications

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

[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 Description/Specification	Statement of Compliance with Technical Specifications	
	Comply	Comply
assorted cartolina		
ballpen-(i-gel GL 165) blk (12's)		
ballpen-(i-gel GL 165) blue (12's)		
ballpen (black)		
binder clip (1 1/4)		
binder clip (15mm)		
binder clips (19mm)		
binder clips (2 inches)		
binder clips 1" (25mm width)		
binder clips 3/4" (19mm)		
binder clips 25mm		
binder clips jumbo		
binding element 1 1/2 flat		
binding element 1 1/4 flat		
binding element 1		
brown envelop long		
calculator 12 digit, two way power		
carbon paper (blue) long		
cd-rw w/ case		
certificate holder- short		
clear sliding folder (long)		
clear sliding folder (short)		
clear folder (A4)		
combo ring 1"		
combo ring 1-1/2"		
correction tape 6mx5mm		
coupon bond A4 s20		

coupon bond A4 s24		
coupon bond A4 s30		
coupon bond long subs 20		
coupon bond short subs 20		
box cutter (big)		
double sided tape 1/2		
Double Sided tape 1"		
D-ring binder (black, legal-sized, thickness 65mm		
envelop w/ garter - long brown		
expanded folder (long) green		
expanding envelop with garter (long)		
fastener coated		
folder long 14 pts 100's		
file folder long art kraft		
highlighter (Yellow-green)		
index tab (white)		
index tab (clear)		
ink #003 (black)		
ink #003 (yellow)		
ink #003 (magenta)		
ink #003 (cyan)		
ink #664 (black)		
ink #664 (yellow)		
ink #664 (magenta)		
ink #664 (cyan)		
ink refill black (1000ml)		
ink refill cyan (1000ml)		
ink refill magenta (1000ml)		
ink refill yellow (1000ml)		
acetate film (a4, 100sheets)		
long brown envelope		
short brown envelope		
short folder 100's		
permanent marker (fine) 12's		
permanent marker black (broad) 12's		
whiteboard marker 12's		
whiteboard marker ink, black 300ml		
plastic ruler 12"		
press folder green		
gel ink ballpen (black) (0.5) 12's		
gel ink ballpen (blue) (0.5) 12's		
sign pen (Hi-techpoint- black)		
sign pen (hi-techpoint-blue)		
sign pen um-153s (black) 12's		
sign pen um-153s (blue) 12's		
packaging tape 2"		
packaging tape (big)		

paper vinyl-coated clip (big) (48mm)		
paper vinyl-coated clip (small) (32mm)		
paper vinyl-coated clip (50mm)		
paper fastener 50's		
paper fastener metal		
pencil sharpener, rotary w/ clamp		
pencil, #2 12's		
photo paper (a4, plain back) 20's		
plastic cover #6		
push pins		
record book 200 pages		
record book 500 pages		
scissor big		
scotch tape (2")		
scotch tape 1		
scotch tape 3/4		
scotch tape white		
masking tape 1"		
masking tape 3/4		
stamp pad ink 60ml		
stamp pad felt pad #2		
glue (240g)		
heavy duty staple gun tacker (4-54mm)		
staple wire #35		
stapler w/ remover		
sticker paper (a4) plain 10's		
sticker paper (a4 matte 10's)		
sticker paper (gloss) 10's		
sticker paper (transparent) 10's		
sticky note (3x3)		
sticky note (3x5) light colors		
sticky tab (index arrow flags) 20's/pads (10 pads)		
sticky tab (rectangle) 20's/pads (10pads)		
tape dispenser		
magazine box- single green/black color		
matte (a4) (100 sheets/pack)		
vellum board- long (180gsm) 100s		
vellum paper a4 (180 gsm) 100s		
b=vellum board - short (180gsm) 100s		
white envelop long #10		
white folder (long)		
bookbinding tape (2") (green/brown color)		
photo paper a3, 230gsm plain back 20's		
flash drive , USB-OTG 128gB		
date/receive stamp		
date stamp		
XX		

CHECKLIST OF TECHNICAL REQUIREMENTS

BIDDER: _____

APPROVED BUDGET for the CONTRACT (ABC):

**Initials of BAC Members
if document is present**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1. PhilGEPS Certificate of Registration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, Cooperative Development Authority (CDA) for cooperatives;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. Mayor's 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;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4. Tax Clearance per executive Order 398, series of 2005, as finally reviewed and approved by the BIR; and BIR Certificate of Registration BIR Form 2303
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5. Statement of all on-going 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;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6. Statement of bidders Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period of three (3) years;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7. Audited financial statements, showing the prospective bidder'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 (2) years from the bid submission;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8. Prospective Bidders computation of its Net Financial Contracting Capacity (NFCC); or Committed Line of Credit of Credit from a Universal or Commercial Bank;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9. BIR Certificate of Registration (Form 2303);
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10. If applicable, the 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;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11. Bid Security
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1. [2% of the ABC] if bid security is in Cash, cashier's/managers check; bank draft/guarantee or irrevocable letter of credit; or
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. [5% of the ABC] if bid security is Surety Bond (it shall be accompanied by a certification by the Insurance Commission that the surety bond or insurance company is authorized to issue such instruments); or
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. Bid Securing Declaration
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12. Conformity with Technical Specifications and Schedule of Requirements as enumerated and specified in Sections VI and VII of Bidding Documents
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	13. Sworn Statement in accordance with Section 25.2(b) (iv) of the IRR of RA 9184 and using the form prescribed in Section IX, Bidding Forms, that
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	a. Statement by the prospective bidder that it is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	b. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirement is an authentic copy of the original, or a true and faithful reproduction of the original, complete and all statements and information provided therein are true and correct
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	c. It is authorizing the Head of the Procuring Entity of his duly authorized representative/s to verify all the documents submitted;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	d. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	e. Sworn Affidavit of compliance with the Disclosure Provision under Section 47 of the Act in relation to other provision of R.A. 3019;
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	f. Statement that it complies with the responsibilities of a prospective or eligible bidder
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	g. Duly Notarized Certificate in compliance with existing labor laws and standards.

Note: Any missing document in the abovementioned checklist is a ground for outright rejection of the bid.

Rated: () Passed () Failed

CHECKLIST OF FINANCIAL REQUIREMENTS

BIDDER: _____

APPROVED BUDGET for the CONTRACT (ABC):

**Initials of BAC Members if
document is present**

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1. Duly signed Financial Bid Form

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2. Duly signed Detailed Bid Price

Note: Any missing document in the abovementioned checklist is a ground for outright rejection of the bid.

Rated: () Passed () Failed



Bid Form for the Procurement of Goods

(shall be submitted with the Bid)

Date: _____

Invitation to Bid No: _____

To: **CIEDELLE PIOL-SALAZAR, Ph.D.**

BAC Chairperson

Mindoro State University

Alcate, Victoria, Oriental Mindoro

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by this Bid for the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with Development Partner:

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address

Amount and Purpose of agent

Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name : _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and in behalf of : _____

Date : _____

List of All Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

NOTE: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized representative

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts

List Of Single Largest Government & Private Contracts Completed Which Are Similar In Nature

Business Name : _____

Business Address : _____

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity
			Description	%		
Government						
Private						

NOTE: This statement shall be supported with:

- 1 Contract
2. Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of Single Largest Completed Contract.

Net Financial Contracting Capacity

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = Php _____

The value of bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted
by:

Name of Supplier / Distributor Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

Bid Security (Bank Guarantee)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at _____ (hereinafter called "the Bank" are bound unto (Name of Entity) (hereinafter called "the Entity) in the sum of _____² for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ____ day of _____ 20__.

THE CONDITIONS of this obligation are that:

- 1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date _____³ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE : _____ SIGNATURE OF THE BANK _____

WITNESS : _____ SEAL _____

(Signature, Name and Address)

² The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Entity's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

³ Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the bidding documents are issued.

Bid Security: Surety Bond

BOND NO.: _____ DATE BOND EXECUTED: _____

By this bond, We (Name of Bidder) (hereinafter called “the Principal”) as Principal and (Name of Surety) of the country of (Name of Country of Surety), authorized to transact business in the country of (Name of Country of Employer) (hereinafter called “the Surety”) are held and firmly bound unto (Name of Employer) (hereinafter called “the Employer”) as Obligee, in the sum of _____² for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

WHEREAS, the Principal has submitted a written Bid to the Employer dated the _____ day of _____ 20 _____, for the _____ (hereinafter called “the Bid”).

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction’s to Bidders; or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal’s Bid and the amount of the Bid that is accepted by the Employer.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

² The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer’s country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

PRINCIPAL _____

SURETY _____

SIGNATURE(S) _____

SIGNATURES(S) _____

NAME(S) AND TITLE(S) _____

NAME(S) _____

SEAL _____

SEAL _____

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

Bid-Securing Declaration

Invitation to Bid No. _____ [insert reference
number]

To: MINDORO STATE UNIVERSITY– MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro

I / We, the undersigned, declare that:

1. I / we understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I / We accept that: (a) I / we will be automatically disqualified from bidding for any contract with any procuring entity for the period of two (2) years upon receipt of your Blacklisting Order; and (b) I / we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, if I / we have committed any of the following actions:
 - i) Withdrawn my / our Bid during the period of bid validity required in the Bidding documents; or
 - ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I / we understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b) I am / we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I / we failed to timely file a request for reconsideration or (ii) I / we filed a waiver to avail of said right;
 - c) I am / we are declared as the bidder with the Lowest Calculated and Responsive Bid / Highest Rated and Responsive Bid, and I / we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I / we have hereunto set my / our hand/s this ____ day
of _____, at _____.

Name of Bidder Authorized Representative Legal Capacity
Affiant

SUBSCRIBED AND SWORN to before me this ____day _____ of _____ at _____, Philippines. Affiant /s is / are personally known to me and was / were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M.) No. 02-8-13-SC). Affiant/s exhibited to me his / her *[insert type of government identification card used]*, with his / her photograph and signature appearing thereon, with no. _____ and his / her Community Tax Certificate No. _____ Issued on ____ at _____.

Witness my hand and seal this ____ day of _____.

NAME OF NOTARIAL PUBLIC
Serial No. of Commission

Notary Public for
until

Roll of Attorney's No.

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Request for Clarification

Date of Letter

CIEDELLE PIOL-SALAZAR, Ph.D.

BAC Chairperson

Mindoro State University

Alcate, Victoria, Oriental Mindoro

Dear Sir:

In relation to the Section _____ of Page _____ of the Bidding Documents for (Name of the Project), to wit:

“ *Quote unclear provision*) _____ “

We would appreciate it if you could provide further explanation or clarification on the above.

Thank you very much!

Very truly yours,

Name of Representative of the Bidder

Name of the Bidder

Bill of Quantities

Name of Bidder _____ Invitation to Bid³ Number _ Page of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	assorted cartolina		32 sheets						
2	ballpen-(i-gel GL 165) blk (12's)		26 bxs						
3	ballpen-(i-gel GL 165) blue (12's)		37 bxs						
4	ballpen (black)		27 bxs						
5	binder clip (1 1/4)		32 bxs						
6	binder clip (15mm)		24 bxs						
7	binder clips (19mm)		47 bxs						
8	binder clips (2 inches)		39 bxs						
9	binder clips 1" (25mm width)		56 bxs						
10	binder clips 3/4" (19mm)		44 bxs						
11	binder clips 25mm		20 bxs						
12	binder clips jumbo		11 pcs						
13	binding element 1 1/2 flat		38 pcs						
14	binding element 1 1/4 flat		44 pcs						
15	binding element 1		49 pcs						

³ If ADB, JICA and WB funded projects, use IFB.

16	brown envelop long		383 pcs						
17	calculator 12 digit, two way power		3 units						
18	carbon paper (blue) long		14 bxs						
19	cd-rw w/ case		121 packs						
20	certificate holder- short		145 pcs						
21	clear sliding folder (long)		530 pcs						
22	clear sliding folder (short)		250 pcs						
23	clear folder (A4)		70 pcs						
24	combo ring 1"		20 pcs						
25	combo ring 1-1/2"		20 pcs						
26	correction tape 6mx5mm		139 pcs						
27	coupon bond A4 s20		418 reams						
28	coupon bond A4 s24		24 reams						
29	coupon bond A4 s30		16 reams						
30	coupon bond long subs 20		478 reams						
31	coupon bond short subs 20		162 reams						
32	box cutter (big)		24 units						
33	double sided tape 1/2		76 pcs						
34	Double Sided tape 1"		18 pcs						
35	D-ring binder (black, legal-sized, thickness 65mm)		23 pcs						
36	envelop w/ garter - long brown		140 pcs						
37	expanded folder (long) green		259 pcs						
38	expanding envelop with garter (long)		438 pcs						
39	fastener coated		29 bxs						
40	folder long 14 pts 100's		64 reams						
41	file folder long art kraft		125 pcs						

42	highlighter (Yellow-green)		43 pcs						
43	index tab (white)		36 boxes						
44	index tab (clear)		12 boxes						
45	ink #003 (black)		163 btls						
46	ink #003 (yellow)		134 btls						
47	ink #003 (magenta)		134 btls						
48	ink #003 (cyan)		144 btls						
49	ink #664 (black)		72 btls						
50	ink #664 (yellow)		52 btls						
51	ink #664 (magenta)		53 btls						
52	ink #664 (cyan)		53 btls						
53	ink refill black (1000ml)		5 btls						
54	ink refill cyan (1000ml)		3 btls						
55	ink refill magenta (1000ml)		3 btls						
56	ink refill yellow (1000ml)		2 btls						
57	acetate film (a4, 100sheets)		1 pcs						
58	long brown envelope		71 pcs						
59	short brown envelope		71 pcs						
60	short folder 100's		2 ream						
61	permanent marker (fine) 12's		16 boxes						
62	permanent marker black (broad) 12's		20 boxes						
63	whiteboard marker 12's		69 boxes						
64	whiteboard marker ink, black 300ml		75 bottles						
65	plastic ruler 12"		5 pcs						
66	press folder green		4 boxes						
67	gel ink ballpen (black) (0.5) 12's		7 boxes						
68	gel ink ballpen (blue) (0.5) 12's		18 boxes						
69	sign pen (Hi-techpoint- black)		2 pcs						
70	sign pen (hi-techpoint-blue)		32 pcs						

71	sign pen um-153s (black) 12's		2 boxes						
72	sign pen um-153s (blue) 12's		2 boxes						
73	packaging tape 2"		8 rolls						
74	packaging tape (big)		2 rolls						
75	paper vinyl-coated clip (big) (48mm)		73 bxs						
76	paper vinyl-coated clip (small) (32mm)		75 bxs						
77	paper vinyl-coated clip (50mm)		8 box						
78	paper fastener 50's		27 box						
79	paper fastener metal		4 box						
80	pencil sharpener, rotary w/ clamp		4 unit						
81	pencil, #2 12's		33 box						
82	photo paper (a4, plain back) 20's		32 packs						
83	plastic cover #6		2 rolls						
84	push pins		33 box						
85	record book 200 pages		40 pads						
86	record book 500 pages		15 pads						
87	scissor big		29 pcs						
88	scotch tape (2")		29 rolls						
89	scotch tape 1		69 rolls						
90	scotch tape 3/4		20 rolls						
91	scotch tape white		1 rolls						
92	masking tape 1"		86 rolls						
93	masking tape 3/4		25 pcs						
94	stamp pad ink 60ml		20 bottles						
95	stamp pad felt pad #2		21 pcs						
96	glue (240g)		52 bottles						
97	heavy duty staple gun tacker (4-54mm)		12 units						
98	staple wire #35		48 bxs						
99	stapler w/ remover		30 pcs						

100	sticker paper (a4) plain 10's		5 packs						
101	sticker paper (a4 matte 10's)		41 packs						
102	sticker paper (gloss) 10's		8 packs						
103	sticker paper (transparent) 10's		7 packs						
104	sticky note (3x3)		87 pads						
105	sticky note (3x5) light colors		74 pads						
106	sticky tab (index arrow flags) 20's/pads (10 pads)		97 packs						
107	sticky tab (rectangle) 20's/pads (10pads)		77 pads						
108	tape dispenser		11 unit						
109	magazine box- single green/black color		100 pcs						
110	matte (a4) (100 sheets/pack)		3 packs						
111	vellum board- long (180gsm) 100s		30 reams						
112	vellum paper a4 (180 gsm) 100s		12 reams						
113	b=vellum board - short (180gsm) 100s		14 reams						
114	white envelop long #10		12 bxs						
115	white folder (long)		82 pcs						
116	bookbinding tape (2") (green/brown color)		4 rolls						
117	photo paper a3, 230gsm plain back 20's		25 packs						
118	flash drive , USB-OTG 128gB		5 unit						
119	date/receive stamp		4 pcs						
120	date stamp		4 pcs						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____