

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

Province of Albay

CITY OF TABACO

Procurement of Goods

**SUPPLY & DELIVERY
OF FILING AND GENERAL OFFICE
SUPPLIES FOR VARIOUS OFFICES
(EXECUTIVE DEPARTMENTS), GENERAL
SERVICES OFFICE (GSO), TABACO CITY**

Contract ID No. 028-07-2023-GOODS-R1

August 18, 2023

**Sixth Edition
July 2020**

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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
Province of Albay
CITY GOVERNMENT OF TABACO
Tabaco City

Bids and Awards Committee

Invitation to Bid for
Supply & Delivery of Filing and General Office Supplies for Various Offices
(Executive Departments), General Services Office (GSO), Tabaco City
Contract ID No. 028-07-2023-GOODS-R1

1. The *City Government of Tabaco*, through the *General Fund 2023*, intends to apply the sum of *Eight Hundred Nineteen Thousand Nine Hundred Thirty-Two Pesos and Fifty Centavos (Php 819,932.50)* being the ABC to payments under the contract for *Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City under Contract ID No. 028-07-2023-GOODS-R1*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *City Government of Tabaco* now invites bids for the above Procurement Project. Delivery of the Goods is required within *twenty-five (25) calendar days from receipt of Notice to Proceed*. 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 a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the *City Government of Tabaco* and inspect the Bidding Documents at the address given below during office hours, from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on *August 18-29, 2023* from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents*, pursuant to the latest Guidelines issued by the GPPB, in the amount of *One Thousand Pesos (P1,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *9:00AM, August 29, 2023*. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

8. Bid opening shall be on **August 29, 2023, 9:30AM** at the **BAC Conference Room, Mezz Flr., City Legal Office, 2F Annex Bldg., City Hall, Tabaco City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
9. The **City Government of Tabaco** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Atty. Jovito Bron Coderis, Jr.
BAC Chairman / City Legal Office
BAC Office / City Legal Office
2F Annex Bldg., Tabaco City Hall, Tabaco City
Email: bactabaco16@gmail.com
Website: tabacocity.gov.ph

11. You may visit the following websites:

For downloading of Bidding Documents:

www.tabacocity.com.ph
www.philgeps.gov.ph

August 18, 2023

Sgd.
ATTY. JOVITO BRON CODERIS, JR.
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *City Government of Tabaco* wishes to receive Bids for the *Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City under Contract ID No. 028-07-2023-GOODS-r1.*

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of *Eight Hundred Nineteen Thousand Nine Hundred Thirty-Two Pesos and Fifty Centavos (Php 819,932.50).*

2.2. The source of funding is LGUs, the Annual Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. *For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.*
- 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. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will not hold a pre-bid conference for this Project.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within *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.

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 Declaration 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 **December 27, 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																																																																																																															
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. supply and delivery of <i>office supplies</i>;</p> <p style="margin-left: 40px;">b. completed <i>within five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>																																																																																																														
7.1	<i>Subcontracting is not allowed.</i>																																																																																																														
12	The price of the Goods shall be quoted DDP <i>Tabaco City</i> 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> <p style="margin-left: 40px;">a. The amount of not less than Php 16,398.65 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than Php 40,996.62 [five percent (5%) of ABC] if bid security is in Surety Bond.</p>																																																																																																														
15	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Should there be discrepancies, the original copy would prevail.																																																																																																														
19.3	<p><i>The Project shall be awarded as one contract.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;"><u>Item No.</u></th> <th style="width: 8%;"><u>Qty</u></th> <th style="width: 8%;"><u>UOM</u></th> <th style="width: 52%;"><u>Description</u></th> <th style="width: 24%;"><u>Approved Budget per Item</u></th> </tr> </thead> <tbody> <tr> <td colspan="5">A. 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21	12	piece	Envelope, Expanding, Plastic, Long with push lock, Colored	1,992.00
22	24	piece	Envelope, Expanding, Plastic, Long with string, Colored	2,592.00
23	420	piece	Envelope, Plastic, Transparent, Ordinary, Long	5,460.00
24	6	pack	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack	1,704.00
25	1	box	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	1,300.00
26	1	box	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1,200.00
27	24	piece	Plastic Envelope Brown, Long	384.00
28	15	piece	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)	2,775.00
29	145	box	Fastener, Metal, Ordinary, 50 sets/box	7,830.00
30	12	box	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box	1,800.00
31	12	box	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box	2,568.00
32	191	box	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box	8,595.00
33	7	piece	File Tray, 2 Layers, Metal	3,003.00
34	30	piece	File Tray, 3 Layers, Metal	17,310.00
35	4	piece	File Tray, 3 Layers, Plastic	2,252.00
36	3257	piece	Folder with Tab, Legal, White	29,313.00
37	1870	piece	Folder with Tab, Short, White	14,960.00
38	350	piece	Folder with Tab, Short, Brown	3,150.00
39	738	piece	Folder with Tab, Long, Brown	7,380.00
40	10	piece	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color	1,300.00
41	40	piece	Plastic Folder Long (colored)	600.00
42	40	piece	Plastic Folder Short (colored)	560.00
43	51	piece	Transparent plastic folder (long)	612.00
44	50	piece	Pressboard Folder, US, Yellow, long	1,150.00
45	1	box	Pressboard Folder, Local, A4 size, 100pcs/box	700.00
46	237	piece	Pressboard Folder, Long (240mm x 370mm),39mm expansion	5,451.00
47	24	box	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green	54,696.00
48	1	box	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue	2,279.00
49	1	box	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange	2,279.00
50	1	box	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red	2,279.00
51	1	box	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow	2,279.00
52	25	piece	Colored Thick File Folder(Green)	687.50
53	20	piece	Colored Thick File Folder(Yellow)	550.00
54	12	piece	Lever, Arch File with Ring Binder, Long, 2.5", 7cm	2,904.00
55	4	piece	Lever, Arch File with Ring Binder, Long, 3", 7cm	1,200.00
56	4	piece	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	2,296.00
57	1	box	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box	495.00

58	1	roll	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m	2,515.00
Subtotal				324,064.50
B. GENERAL OFFICE SUPPLIES				
1	61	unit	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	52,704.00
2	15	unit	Calculator, Desktop, 8 digits, with Mark Up Calculation	8,910.00
3	2	piece	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case	4,488.00
4	176	box	Clip Backfold/Binder Clip, 19mm, 12pcs/box	5,456.00
5	179	box	Clip Backfold/Binder Clip, 25mm, 12pcs/box	6,802.00
6	134	box	Clip Backfold/Binder Clip, 32mm, 12pcs/box	7,370.00
7	146	box	Clip Backfold/Binder Clip, 50mm, 12pcs/box	15,768.00
8	34	piece	Correction Pen, 7mL, fine point, metal tip	816.00
9	92	piece	Correction Pen, 12mL, fine point, metal tip	3,128.00
10	1114	piece	Correction Tape, White, 10m x 5mm	54,586.00
11	489	piece	Correction Tape, White, 8m x 5mm	15,648.00
12	16	piece	Cutter, Heavy Duty, 18mm (L500)	2,576.00
13	2	box	Cutter Blade, Refill, 9mm, 10pcs	136.00
14	9	box	Cutter Blade, Refill, 18mm, 10pcs	675.00
15	3	piece	Cutter Knife with Lock, Small, 9mm, 0.5x4x18cm	42.00
16	24	piece	Cutter Knife with Lock, Big, 18mm, 2x5x20cm	504.00
17	22	piece	Dater Stamp with received, 35x5mm imprint size	1,628.00
18	10	piece	Dater Stamp, 35x5mm imprint size	520.00
19	12	rolls	Double Sided Tape, 1/2 inch, 10m	300.00
20	3	rolls	Double Sided Tape, 3/4 inch, 10m	90.00
21	82	rolls	Double Sided Tape, 1 inch, 10m	3,198.00
22	1	rolls	Double Sided Foam Tape Green, 1"X5m	128.00
23	8	rolls	Double Sided Foam Tape Green, 1"X10m	1,760.00
24	2	rolls	Duct Tape, Gray, 48mm x 10m	244.00
25	18	rolls	Duct Tape, Gray, 48mm x 20m	2,556.00
26	6	rolls	Duct Tape, Black, 48mm x 30m	1,044.00
27	10	piece	Eraser, felt for whiteboard, 125x45x19mm	350.00
28	59	piece	Eraser, plastic/rubber	1,062.00
29	11	box	Eraser, plastic/rubber, 30pcs/box	4,928.00
30	34	jars	Office Paste, white, easy to use with plastic flat spoon, 200grams	2,176.00
31	64	jars	Glue All purpose, Quick Dry, 100gms	2,688.00
32	34	jars	Glue All purpose, Quick Dry, 130gms	2,074.00
33	168	jars	Glue All purpose, Quick Dry, 240gms	19,320.00
34	6	piece	Glue Gun, big, 12mm	2,334.00
35	40	piece	Glue Stick, Big, 12mm	480.00
36	20	per pack	Glue Stick, Big, 12mm, 4 pcs/pack	1,000.00
37	2	per pack	Glue Stick, Small, 6pcs/pack	116.00
38	1	unit	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	1,000.00
39	16	unit	Gun Tacker Heavy Duty, 6-10mm	25,600.00
40	20	box	Guntacker Wire, 1/2", 1000pcs/box	1,200.00
41	3	box	Guntacker Wire, 3/8", 1000pcs/box	174.00
42	1	box	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	200.00
43	15	box	Laminating Film, 70mmx100mm, 250 microns, 100s/box	2,505.00
44	1	rolls	Laminating Roll, 330mm x100m, 125 microns	1,826.00
45	5	piece	Numbering Stamp, 6 digits, 5mm	375.00
46	286	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	6,006.00
47	295	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	11,505.00

48	2	piece	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood	3,176.00
49	4	piece	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	4,716.00
50	1	piece	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	2,500.00
51	1	piece	Paper Cutter, Heavy Duty, A3 size	6,000.00
52	77	piece	Puncher, Heavy Duty, two hole guide	22,253.00
53	5	box	Push Pin, Assorted Color, 50pcs/box	145.00
54	37	box	Push Pin, Assorted Color, 100pcs/box	1,702.00
55	7	box	Rubber band, 70mm #16, 50gms	644.00
56	38	box	Rubber band, 70mm #18, 350gms	10,564.00
57	29	piece	Ruler, plastic, 12", 300mmx28mm	609.00
58	33	piece	Ruler, plastic, 18", 450mmx38mm	2,079.00
59	39	piece	Scissors, Symmetrical, blade length: 65mm min	3,627.00
60	62	piece	Scissors, Symmetrical/Asymmetrical, 160mm	6,448.00
61	36	piece	Stamp Pad Ink (Blue), 30mL	1,692.00
62	136	piece	Stamp Pad Ink (Violet), 30mL	6,392.00
63	15	piece	Stamp pad, felt paper, No. 1	1,380.00
64	63	piece	Stamp pad, felt paper, No. 2	5,040.00
65	14	piece	Stamp pad, felt paper, No. 3	1,064.00
66	25	box	Staple Wire No. 10, 1000pcs/box	350.00
67	651	box	Staple Wire No. 35, 5000pcs.box	33,852.00
68	2	box	Staple wire, Heavy duty, 23/13	94.00
69	8	box	Staple Wire, PS-123, 6mm	720.00
70	8	box	Staple Wire, PS-123, 8mm	720.00
71	8	box	Staple Wire, PS-123, 13mm	720.00
72	32	piece	Staple Wire Remover, jaw type	1,568.00
73	22	piece	Staple Wire Remover, plier type; plastic	1,540.00
74	11	piece	Staple Wire Remover; piler type; metal	1,265.00
75	121	unit	Stapler, Standard Type, Load Cap: 200 staples min	20,328.00
76	41	unit	Stapler Heavy Duty w/ Staple Remover	21,238.00
77	3	unit	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	5,730.00
78	1	piece	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable aper guide locking system, uses 23/6-23/17 staples, PS-123	2,995.00
79	25	unit	Tape, Dispenser, Heavy Duty, 24mm	4,000.00
80	33	rolls	Tape, Masking, 24mm (1"), 25y	1,650.00
81	121	rolls	Tape, Masking, 24mm (1"), 50m	6,897.00
82	14	rolls	Tape, Masking, 48mm (2") 25y	1,204.00
83	90	rolls	Tape, Masking, 48mm (2") 50m	8,280.00
84	22	rolls	Tape, Packaging, 48mm (2"), 30m	836.00
85	90	rolls	Tape, Packaging, 48mm (2"), 50m	4,860.00
86	328	rolls	Tape, Transparent, 24mm (1"), 50m	8,528.00
87	188	rolls	Tape, Transparent, 48mm (2"), 50m	9,964.00
88	2	box	Thumb Tacks, No. 33, Gold	40.00
89	10	piece	Typewriter Ribbon, For Manual and Electric, Black Nylon	242.00
90	5	spools	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	220.00
			Subtotal	495,868.00
			Total	819,932.50
Bid per item shall not exceed the approved budget per item. Otherwise, bid shall be automatically rejected.				
20.2	Other appropriate licenses and permits: <i>1. Valid and Current Registration Certificate (SEC, DTI, or CDA, whichever is applicable), all pages</i> <i>2. Valid and Current Mayor's Permit</i> <i>3. Valid Tax Clearance for Bidding Purposes</i>			

	<i>4. Latest Audited Financial Statements stamped received by the BIR or its duly authorized institution</i> <i>5. BIR Registration Certificate</i>
21.1	<i>None</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered at <i>General Services Office (GSO), Tabaco City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Engr. Roland Garcia, GSO-OIC</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. Any other related services necessary for the completion of the project and indicated in the contract. <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</p>

	<p>Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	The inspections and tests that will be conducted are: None

Section VI. Schedule of Requirements

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.	Description	Quantity		Delivered, Weeks/Months
A.	FILING & STORAGE SUPPLIES:			25 Calendar Days from receipt of NTP
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	1	box	Delivered at General Services Office (GSO), Tabaco City
2	Binding Rings, Plastic, 6mm (1/4"), Black	2	piece	
3	Binding Rings, Plastic, 8mm (5/16"), Black	2	piece	
4	Binding Rings, Plastic, 10mm (3/8"), Black	2	piece	
5	Clearbook, Long, 20 leaves	4	piece	
6	Clear Folder, Long, Sliding	30	piece	
7	Clear Folder, A4, Sliding	30	piece	
8	Clipboard Long, plastic, 9"x13"	10	piece	
9	Stand File Box, made of chipboard, with closed ends, 12x24x40cm	93	piece	
10	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green)	14	piece	
11	Mailing Envelope, White, Long, 500pcs/box	18	box	
12	Mailing Envelope, White, Short, 500pcs/box	3	box	
13	Documentary Envelope, Short	585	piece	
14	Documentary Envelope, Long	714	piece	
15	Documentary Envelope, Short, 100pcs/box	16	box	
16	Documentary Envelope, Long, 100pcs/box	21	box	
17	Expanding Envelope, Brown, Long with String	620	piece	
18	Expanding Envelope, Brown, Long, with string, 25pcs/box	15	box	
19	Expanding Envelope, Brown, Short, with string, 25pcs/box	2	box	
20	Expanding Envelope, Brown, Long, with string, 100pcs/box	25	box	
21	Envelope, Expanding, Plastic, Long with push lock, Colored	12	piece	
22	Envelope, Expanding, Plastic, Long with string, Colored	24	piece	
23	Envelope, Plastic, Transparent, Ordinary, Long	420	piece	
24	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack	6	pack	
25	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	1	box	
26	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1	box	
27	Plastic Envelope Brown, Long	24	piece	
28	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)	15	piece	
29	Fastener, Metal, Ordinary, 50 sets/box	145	box	
30	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box	12	box	
31	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box	12	box	
32	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box	191	box	
33	File Tray, 2 Layers, Metal	7	piece	
34	File Tray, 3 Layers, Metal	30	piece	
35	File Tray, 3 Layers, Plastic	4	piece	
36	Folder with Tab, Legal, White	3257	piece	
37	Folder with Tab, Short, White	1870	piece	
38	Folder with Tab, Short, Brown	350	piece	
39	Folder with Tab, Long, Brown	738	piece	
40	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color	10	piece	
41	Plastic Folder Long (colored)	40	piece	
42	Plastic Folder Short (colored)	40	piece	
43	Transparent plastic folder (long)	51	piece	
44	Pressboard Folder, US, Yellow, long	50	piece	
45	Pressboard Folder, Local, A4 size, 100pcs/box	1	box	
46	Pressboard Folder, Long (240mm x 370mm),39mm expansion	237	piece	
47	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green	24	box	

48	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue	1	box
49	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange	1	box
50	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red	1	box
51	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow	1	box
52	Colored Thick File Folder(Green)	25	piece
53	Colored Thick File Folder(Yellow)	20	piece
54	Lever, Arch File with Ring Binder, Long, 2.5", 7cm	12	piece
55	Lever, Arch File with Ring Binder, Long, 3", 7cm	4	piece
56	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	4	piece
57	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box	1	box
58	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m	1	roll
B.	GENERAL OFFICE SUPPLIES		
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	61	unit
2	Calculator, Desktop, 8 digits, with Mark Up Calculation	15	unit
3	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case	2	piece
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box	176	box
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box	179	box
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box	134	box
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box	146	box
8	Correction Pen, 7mL, fine point, metal tip	34	piece
9	Correction Pen, 12mL, fine point, metal tip	92	piece
10	Correction Tape, White, 10m x 5mm	1114	piece
11	Correction Tape, White, 8m x 5mm	489	piece
12	Cutter, Heavy Duty, 18mm (L500)	16	piece
13	Cutter Blade, Refill, 9mm, 10pcs	2	box
14	Cutter Blade, Refill, 18mm, 10pcs	9	box
15	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm	3	piece
16	Cutter Knife with Lock, Big, 18mm, 2×5×20cm	24	piece
17	Dater Stamp with received, 35x5mm imprint size	22	piece
18	Dater Stamp, 35x5mm imprint size	10	piece
19	Double Sided Tape, 1/2 inch, 10m	12	rolls
20	Double Sided Tape, 3/4 inch, 10m	3	rolls
21	Double Sided Tape, 1 inch, 10m	82	rolls
22	Double Sided Foam Tape Green, 1"X5m	1	rolls
23	Double Sided Foam Tape Green, 1"X10m	8	rolls
24	Duct Tape,Gray, 48mm x 10m	2	rolls
25	Duct Tape, Gray, 48mm x 20m	18	rolls
26	Duct Tape, Black, 48mm x 30m	6	rolls
27	Eraser, felt for whiteboard, 125x45x19mm	10	piece
28	Eraser, plastic/rubber	59	piece
29	Eraser, plastic/rubber, 30pcs/box	11	box
30	Office Paste, white, easy to use with plastic flat spoon, 200grams	34	jars
31	Glue All purpose, Quick Dry, 100gms	64	jars
32	Glue All purpose, Quick Dry, 130gms	34	jars
33	Glue All purpose, Quick Dry, 240gms	168	jars
34	Glue Gun, big, 12mm	6	piece
35	Glue Stick, Big, 12mm	40	piece
36	Glue Stick, Big, 12mm, 4 pcs/pack	20	per pack
37	Glue Stick,Small, 6pcs/pack	2	per pack
38	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	1	unit
39	Gun Tacker Heavy Duty, 6-10mm	16	unit
40	Guntacker Wire, 1/2", 1000pcs/box	20	box
41	Guntacker Wire, 3/8", 1000pcs/box	3	box
42	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	1	box
43	Laminating Film, 70mmx100mm, 250 microns, 100s/box	15	box
44	Laminating Roll, 330mm x100m, 125 microns	1	rolls

45	Numbering Stamp, 6 digits, 5mm	5	piece
46	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	286	box
47	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	295	box
48	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood	2	piece
49	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	4	piece
50	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	1	piece
51	Paper Cutter, Heavy Duty, A3 size	1	piece
52	Puncher, Heavy Duty, two hole guide	77	piece
53	Push Pin, Assorted Color, 50pcs/box	5	box
54	Push Pin, Assorted Color, 100pcs/box	37	box
55	Rubber band, 70mm #16, 50gms	7	box
56	Rubber band, 70mm #18, 350gms	38	box
57	Ruler, plastic, 12", 300mmx28mm	29	piece
58	Ruler, plastic, 18", 450mmx38mm	33	piece
59	Scissors, Symmetrical, blade length: 65mm min	39	piece
60	Scissors, Symmetrical/Asymmetrical, 160mm	62	piece
61	Stamp Pad Ink (Blue), 30mL	36	piece
62	Stamp Pad Ink (Violet), 30mL	136	piece
63	Stamp pad, felt paper, No. 1	15	piece
64	Stamp pad, felt paper, No. 2	63	piece
65	Stamp pad, felt paper, No. 3	14	piece
66	Staple Wire No. 10, 1000pcs/box	25	box
67	Staple Wire No. 35, 5000pcs.box	651	box
68	Staple wire, Heavy duty, 23/13	2	box
69	Staple Wire, PS-123, 6mm	8	box
70	Staple Wire, PS-123, 8mm	8	box
71	Staple Wire, PS-123, 13mm	8	box
72	Staple Wire Remover, jaw type	32	piece
73	Staple Wire Remover, plier type; plastic	22	piece
74	Staple Wire Remover; piler type; metal	11	piece
75	Stapler, Standard Type, Load Cap: 200 staples min	121	unit
76	Stapler Heavy Duty w/ Staple Remover	41	unit
77	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	3	unit
78	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable aper guide locking system, uses 23/6-23/17 staples, PS-123	1	piece
79	Tape, Dispenser, Heavy Duty, 24mm	25	unit
80	Tape, Masking, 24mm (1"), 25y	33	rolls
81	Tape, Masking, 24mm (1"), 50m	121	rolls
82	Tape, Masking, 48mm (2") 25y	14	rolls
83	Tape, Masking, 48mm (2") 50m	90	rolls
84	Tape, Packaging, 48mm (2"), 30m	22	rolls
85	Tape, Packaging, 48mm (2"), 50m	90	rolls
86	Tape, Transparent, 24mm (1"), 50m	328	rolls
87	Tape, Transparent, 48mm (2"), 50m	188	rolls
88	Thumb Tacks, No. 33, Gold	2	box
89	Typewriter Ribbon, For Manual and Electric, Black Nylon	10	piece
90	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	5	spools

Name of the Company/Bidder	Name of Authorized Representative	Signature of Authorized Representative

Section VII. Technical Specifications

Technical Specifications

**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.	Specification	Statement of Compliance*	Brand / Model Offered
A. FILING & STORAGE SUPPLIES:			
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black		
2	Binding Rings, Plastic, 6mm (1/4"), Black		
3	Binding Rings, Plastic, 8mm (5/16"), Black		
4	Binding Rings, Plastic, 10mm (3/8"), Black		
5	Clearbook, Long, 20 leaves		
6	Clear Folder, Long, Sliding		
7	Clear Folder, A4, Sliding		
8	Clipboard Long, plastic, 9"x13"		
9	Stand File Box, made of chipboard, with closed ends, 12x24x40cm		
10	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green)		
11	Mailing Envelope, White, Long, 500pcs/box		
12	Mailing Envelope, White, Short, 500pcs/box		
13	Documentary Envelope, Short		
14	Documentary Envelope, Long		
15	Documentary Envelope, Short, 100pcs/box		
16	Documentary Envelope, Long, 100pcs/box		
17	Expanding Envelope, Brown, Long with String		
18	Expanding Envelope, Brown, Long, with string, 25pcs/box		
19	Expanding Envelope, Brown, Short, with string, 25pcs/box		
20	Expanding Envelope, Brown, Long, with string, 100pcs/box		
21	Envelope, Expanding, Plastic, Long with push lock, Colored		
22	Envelope, Expanding, Plastic, Long with string, Colored		
23	Envelope, Plastic, Transparent, Ordinary, Long		
24	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack		
25	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box		
26	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box		
27	Plastic Envelope Brown, Long		
28	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)		
29	Fastener, Metal, Ordinary, 50 sets/box		
30	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box		
31	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box		
32	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box		
33	File Tray, 2 Layers, Metal		
34	File Tray, 3 Layers, Metal		
35	File Tray, 3 Layers, Plastic		
36	Folder with Tab, Legal, White		
37	Folder with Tab, Short, White		
38	Folder with Tab, Short, Brown		
39	Folder with Tab, Long, Brown		
40	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color		

41	Plastic Folder Long (colored)		
42	Plastic Folder Short (colored)		
43	Transparent plastic folder (long)		
44	Pressboard Folder, US, Yellow, long		
45	Pressboard Folder, Local, A4 size, 100pcs/box		
46	Pressboard Folder, Long (240mm x 370mm),39mm expansion		
47	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green		
48	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue		
49	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange		
50	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red		
51	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow		
52	Colored Thick File Folder(Green)		
53	Colored Thick File Folder(Yellow)		
54	Lever, Arch File with Ring Binder, Long, 2.5", 7cm		
55	Lever, Arch File with Ring Binder, Long, 3", 7cm		
56	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		
57	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box		
58	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m		
B.	GENERAL OFFICE SUPPLIES		
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		
3	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case		
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box		
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box		
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box		
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box		
8	Correction Pen, 7mL, fine point, metal tip		
9	Correction Pen, 12mL, fine point, metal tip		
10	Correction Tape, White, 10m x 5mm		
11	Correction Tape, White, 8m x 5mm		
12	Cutter, Heavy Duty, 18mm (L500)		
13	Cutter Blade, Refill, 9mm, 10pcs		
14	Cutter Blade, Refill, 18mm, 10pcs		
15	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		
16	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		
17	Dater Stamp with received, 35x5mm imprint size		
18	Dater Stamp, 35x5mm imprint size		
19	Double Sided Tape, 1/2 inch, 10m		
20	Double Sided Tape, 3/4 inch, 10m		
21	Double Sided Tape, 1 inch, 10m		
22	Double Sided Foam Tape Green, 1"X5m		
23	Double Sided Foam Tape Green, 1"X10m		
24	Duct Tape,Gray, 48mm x 10m		
25	Duct Tape, Gray, 48mm x 20m		
26	Duct Tape, Black, 48mm x 30m		
27	Eraser, felt for whiteboard, 125x45x19mm		
28	Eraser, plastic/rubber		
29	Eraser, plastic/rubber, 30pcs/box		
30	Office Paste, white, easy to use with plastic flat spoon, 200grams		
31	Glue All purpose, Quick Dry, 100gms		

32	Glue All purpose, Quick Dry, 130gms		
33	Glue All purpose, Quick Dry, 240gms		
34	Glue Gun, big, 12mm		
35	Glue Stick, Big, 12mm		
36	Glue Stick, Big, 12mm, 4 pcs/pack		
37	Glue Stick, Small, 6pcs/pack		
38	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		
39	Gun Tacker Heavy Duty, 6-10mm		
40	Guntacker Wire, 1/2", 1000pcs/box		
41	Guntacker Wire, 3/8", 1000pcs/box		
42	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		
43	Laminating Film, 70mmx100mm, 250 microns, 100s/box		
44	Laminating Roll, 330mm x100m, 125 microns		
45	Numbering Stamp, 6 digits, 5mm		
46	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		
47	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		
48	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood		
49	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		
50	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		
51	Paper Cutter, Heavy Duty, A3 size		
52	Puncher, Heavy Duty, two hole guide		
53	Push Pin, Assorted Color, 50pcs/box		
54	Push Pin, Assorted Color, 100pcs/box		
55	Rubber band, 70mm #16, 50gms		
56	Rubber band, 70mm #18, 350gms		
57	Ruler, plastic, 12", 300mmx28mm		
58	Ruler, plastic, 18", 450mmx38mm		
59	Scissors, Symmetrical, blade length: 65mm min		
60	Scissors, Symmetrical/Asymmetrical, 160mm		
61	Stamp Pad Ink (Blue), 30mL		
62	Stamp Pad Ink (Violet), 30mL		
63	Stamp pad, felt paper, No. 1		
64	Stamp pad, felt paper, No. 2		
65	Stamp pad, felt paper, No. 3		
66	Staple Wire No. 10, 1000pcs/box		
67	Staple Wire No. 35, 5000pcs.box		
68	Staple wire, Heavy duty, 23/13		
69	Staple Wire, PS-123, 6mm		
70	Staple Wire, PS-123, 8mm		
71	Staple Wire, PS-123, 13mm		
72	Staple Wire Remover, jaw type		
73	Staple Wire Remover, plier type; plastic		
74	Staple Wire Remover; plier type; metal		
75	Stapler, Standard Type, Load Cap: 200 staples min		
76	Stapler Heavy Duty w/ Staple Remover		
77	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm		
78	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable aper guide locking system, uses 23/6-23/17 staples, PS-123		
79	Tape, Dispenser, Heavy Duty, 24mm		
80	Tape, Masking, 24mm (1"), 25y		
81	Tape, Masking, 24mm (1"), 50m		
82	Tape, Masking, 48mm (2") 25y		
83	Tape, Masking, 48mm (2") 50m		
84	Tape, Packaging, 48mm (2"), 30m		
85	Tape, Packaging, 48mm (2"), 50m		
86	Tape, Transparent, 24mm (1"), 50m		
87	Tape, Transparent, 48mm (2"), 50m		
88	Thumb Tacks, No. 33, Gold		
89	Typewriter Ribbon, For Manual and Electric, Black Nylon		

90	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black		
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Name of the Company/Bidder	Name of Authorized Representative	Signature of Authorized Representative

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications, which include
- i. Production/delivery schedule,
 - ii. Manpower Requirements; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

II. FINANCIAL COMPONENT ENVELOPE

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

Annex A. Forms and Templates

Procuring Entity: City Government of Tabaco City

Contract ID No. 028-07-2023-GOODS-RI

Name of the Project: Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments)

Location of the Project: General Services Office (GSO), Tabaco City

Statement of SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the Contract to be Bid

Bidder's Name: _____

Bidder's Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work/Kinds of Goods	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

Note: This statement shall be supported with:

1. Contract
2. End-User's Certificate of Completion and Acceptance
3. Official Receipts or Sales Invoice

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION

Project Identification No.: 028-07-2023-GOODS-R1

Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City

To: *City Government of Tabaco
Tabaco City*

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 procurement contract with any procuring entity for a 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, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
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; and
 - c. I am/we are declared the bidder with the Lowest Calculated 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 [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

Procuring Entity: City Government of Tabaco City

Contract ID No. 028-07-2023-GOODS-RI

Name of the Project: Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments)

Location of the Project: General Services Office (GSO), Tabaco City

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.	Description	Quantity		Delivered, Weeks/Months
A.	FILING & STORAGE SUPPLIES:			25 Calendar Days from receipt of NTP
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	1	box	Delivered at General Services Office (GSO), Tabaco City
2	Binding Rings, Plastic, 6mm (1/4"), Black	2	piece	
3	Binding Rings, Plastic, 8mm (5/16"), Black	2	piece	
4	Binding Rings, Plastic, 10mm (3/8"), Black	2	piece	
5	Clearbook, Long, 20 leaves	4	piece	
6	Clear Folder, Long, Sliding	30	piece	
7	Clear Folder, A4, Sliding	30	piece	
8	Clipboard Long, plastic, 9"x13"	10	piece	
9	Stand File Box, made of chipboard, with closed ends, 12x24x40cm	93	piece	
10	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green)	14	piece	
11	Mailing Envelope, White, Long, 500pcs/box	18	box	
12	Mailing Envelope, White, Short, 500pcs/box	3	box	
13	Documentary Envelope, Short	585	piece	
14	Documentary Envelope, Long	714	piece	
15	Documentary Envelope, Short, 100pcs/box	16	box	
16	Documentary Envelope, Long, 100pcs/box	21	box	
17	Expanding Envelope, Brown, Long with String	620	piece	
18	Expanding Envelope, Brown, Long, with string, 25pcs/box	15	box	
19	Expanding Envelope, Brown, Short, with string, 25pcs/box	2	box	
20	Expanding Envelope, Brown, Long, with string, 100pcs/box	25	box	
21	Envelope, Expanding, Plastic, Long with push lock, Colored	12	piece	
22	Envelope, Expanding, Plastic, Long with string, Colored	24	piece	
23	Envelope, Plastic, Transparent, Ordinary, Long	420	piece	
24	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack	6	pack	
25	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	1	box	
26	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1	box	
27	Plastic Envelope Brown, Long	24	piece	
28	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)	15	piece	
29	Fastener, Metal, Ordinary, 50 sets/box	145	box	
30	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box	12	box	
31	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box	12	box	
32	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box	191	box	
33	File Tray, 2 Layers, Metal	7	piece	
34	File Tray, 3 Layers, Metal	30	piece	
35	File Tray, 3 Layers, Plastic	4	piece	
36	Folder with Tab, Legal, White	3257	piece	
37	Folder with Tab, Short, White	1870	piece	
38	Folder with Tab, Short, Brown	350	piece	
39	Folder with Tab, Long, Brown	738	piece	
40	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color	10	piece	
41	Plastic Folder Long (colored)	40	piece	
42	Plastic Folder Short (colored)	40	piece	
43	Transparent plastic folder (long)	51	piece	
44	Pressboard Folder, US, Yellow, long	50	piece	
45	Pressboard Folder, Local, A4 size, 100pcs/box	1	box	
46	Pressboard Folder, Long (240mm x 370mm), 39mm expansion	237	piece	

47	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green	24	box
48	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue	1	box
49	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange	1	box
50	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red	1	box
51	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow	1	box
52	Colored Thick File Folder(Green)	25	piece
53	Colored Thick File Folder(Yellow)	20	piece
54	Lever, Arch File with Ring Binder, Long, 2.5", 7cm	12	piece
55	Lever, Arch File with Ring Binder, Long, 3", 7cm	4	piece
56	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	4	piece
57	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box	1	box
58	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m	1	roll
B.	GENERAL OFFICE SUPPLIES		
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	61	unit
2	Calculator, Desktop, 8 digits, with Mark Up Calculation	15	unit
3	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case	2	piece
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box	176	box
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box	179	box
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box	134	box
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box	146	box
8	Correction Pen, 7mL, fine point, metal tip	34	piece
9	Correction Pen, 12mL, fine point, metal tip	92	piece
10	Correction Tape, White, 10m x 5mm	1114	piece
11	Correction Tape, White, 8m x 5mm	489	piece
12	Cutter, Heavy Duty, 18mm (L500)	16	piece
13	Cutter Blade, Refill, 9mm, 10pcs	2	box
14	Cutter Blade, Refill, 18mm, 10pcs	9	box
15	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm	3	piece
16	Cutter Knife with Lock, Big, 18mm, 2×5×20cm	24	piece
17	Dater Stamp with received, 35x5mm imprint size	22	piece
18	Dater Stamp, 35x5mm imprint size	10	piece
19	Double Sided Tape, 1/2 inch, 10m	12	rolls
20	Double Sided Tape, 3/4 inch, 10m	3	rolls
21	Double Sided Tape, 1 inch, 10m	82	rolls
22	Double Sided Foam Tape Green, 1"X5m	1	rolls
23	Double Sided Foam Tape Green, 1"X10m	8	rolls
24	Duct Tape,Gray, 48mm x 10m	2	rolls
25	Duct Tape, Gray, 48mm x 20m	18	rolls
26	Duct Tape, Black, 48mm x 30m	6	rolls
27	Eraser, felt for whiteboard, 125x45x19mm	10	piece
28	Eraser, plastic/rubber	59	piece
29	Eraser, plastic/rubber, 30pcs/box	11	box
30	Office Paste, white, easy to use with plastic flat spoon, 200grams	34	jars
31	Glue All purpose, Quick Dry, 100gms	64	jars
32	Glue All purpose, Quick Dry, 130gms	34	jars
33	Glue All purpose, Quick Dry, 240gms	168	jars
34	Glue Gun, big, 12mm	6	piece
35	Glue Stick, Big, 12mm	40	piece
36	Glue Stick, Big, 12mm, 4 pcs/pack	20	per pack
37	Glue Stick,Small, 6pcs/pack	2	per pack
38	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	1	unit
39	Gun Tacker Heavy Duty, 6-10mm	16	unit
40	Guntacker Wire, 1/2", 1000pcs/box	20	box
41	Guntacker Wire, 3/8", 1000pcs/box	3	box
42	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	1	box
43	Laminating Film, 70mmx100mm, 250 microns, 100s/box	15	box
44	Laminating Roll, 330mm x100m, 125 microns	1	rolls
45	Numbering Stamp, 6 digits, 5mm	5	piece

46	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	286	box
47	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	295	box
48	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood	2	piece
49	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	4	piece
50	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	1	piece
51	Paper Cutter, Heavy Duty, A3 size	1	piece
52	Puncher, Heavy Duty, two hole guide	77	piece
53	Push Pin, Assorted Color, 50pcs/box	5	box
54	Push Pin, Assorted Color, 100pcs/box	37	box
55	Rubber band, 70mm #16, 50gms	7	box
56	Rubber band, 70mm #18, 350gms	38	box
57	Ruler, plastic, 12", 300mmx28mm	29	piece
58	Ruler, plastic, 18", 450mmx38mm	33	piece
59	Scissors, Symmetrical, blade length: 65mm min	39	piece
60	Scissors, Symmetrical/Asymmetrical, 160mm	62	piece
61	Stamp Pad Ink (Blue), 30mL	36	piece
62	Stamp Pad Ink (Violet), 30mL	136	piece
63	Stamp pad, felt paper, No. 1	15	piece
64	Stamp pad, felt paper, No. 2	63	piece
65	Stamp pad, felt paper, No. 3	14	piece
66	Staple Wire No. 10, 1000pcs/box	25	box
67	Staple Wire No. 35, 5000pcs.box	651	box
68	Staple wire, Heavy duty, 23/13	2	box
69	Staple Wire, PS-123, 6mm	8	box
70	Staple Wire, PS-123, 8mm	8	box
71	Staple Wire, PS-123, 13mm	8	box
72	Staple Wire Remover, jaw type	32	piece
73	Staple Wire Remover, plier type; plastic	22	piece
74	Staple Wire Remover; piler type; metal	11	piece
75	Stapler, Standard Type, Load Cap: 200 staples min	121	unit
76	Stapler Heavy Duty w/ Staple Remover	41	unit
77	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	3	unit
78	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable aper guide locking system, uses 23/6-23/17 staples, PS-123	1	piece
79	Tape, Dispenser, Heavy Duty, 24mm	25	unit
80	Tape, Masking, 24mm (1"), 25y	33	rolls
81	Tape, Masking, 24mm (1"), 50m	121	rolls
82	Tape, Masking, 48mm (2") 25y	14	rolls
83	Tape, Masking, 48mm (2") 50m	90	rolls
84	Tape, Packaging, 48mm (2"), 30m	22	rolls
85	Tape, Packaging, 48mm (2"), 50m	90	rolls
86	Tape, Transparent, 24mm (1"), 50m	328	rolls
87	Tape, Transparent, 48mm (2"), 50m	188	rolls
88	Thumb Tacks, No. 33, Gold	2	box
89	Typewriter Ribbon, For Manual and Electric, Black Nylon	10	piece
90	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	5	spools

Name of the Company/Bidder	Name of Authorized Representative	Signature of Authorized Representative

Procuring Entity: City Government of Tabaco City

Contract ID No. 028-07-2023-GOODS-RI

Name of the Project: Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments)

Location of the Project: General Services Office (GSO), Tabaco City

Technical Specifications

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.	Specification	Statement of Compliance*	Brand / Model Offered
A. FILING & STORAGE SUPPLIES:			
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black		
2	Binding Rings, Plastic, 6mm (1/4"), Black		
3	Binding Rings, Plastic, 8mm (5/16"), Black		
4	Binding Rings, Plastic, 10mm (3/8"), Black		
5	Clearbook, Long, 20 leaves		
6	Clear Folder, Long, Sliding		
7	Clear Folder, A4, Sliding		
8	Clipboard Long, plastic, 9"x13"		
9	Stand File Box, made of chipboard, with closed ends, 12x24x40cm		
10	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green)		
11	Mailing Envelope, White, Long, 500pcs/box		
12	Mailing Envelope, White, Short, 500pcs/box		
13	Documentary Envelope, Short		
14	Documentary Envelope, Long		
15	Documentary Envelope, Short, 100pcs/box		
16	Documentary Envelope, Long, 100pcs/box		
17	Expanding Envelope, Brown, Long with String		
18	Expanding Envelope, Brown, Long, with string, 25pcs/box		
19	Expanding Envelope, Brown, Short, with string, 25pcs/box		
20	Expanding Envelope, Brown, Long, with string, 100pcs/box		
21	Envelope, Expanding, Plastic, Long with push lock, Colored		
22	Envelope, Expanding, Plastic, Long with string, Colored		
23	Envelope, Plastic, Transparent, Ordinary, Long		
24	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack		
25	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box		
26	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box		
27	Plastic Envelope Brown, Long		
28	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)		
29	Fastener, Metal, Ordinary, 50 sets/box		
30	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box		
31	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box		
32	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box		
33	File Tray, 2 Layers, Metal		
34	File Tray, 3 Layers, Metal		
35	File Tray, 3 Layers, Plastic		
36	Folder with Tab, Legal, White		
37	Folder with Tab, Short, White		
38	Folder with Tab, Short, Brown		
39	Folder with Tab, Long, Brown		
40	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color		
41	Plastic Folder Long (colored)		

42	Plastic Folder Short (colored)		
43	Transparent plastic folder (long)		
44	Pressboard Folder, US, Yellow, long		
45	Pressboard Folder, Local, A4 size, 100pcs/box		
46	Pressboard Folder, Long (240mm x 370mm),39mm expansion		
47	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green		
48	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue		
49	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange		
50	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red		
51	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow		
52	Colored Thick File Folder(Green)		
53	Colored Thick File Folder(Yellow)		
54	Lever, Arch File with Ring Binder, Long, 2.5", 7cm		
55	Lever, Arch File with Ring Binder, Long, 3", 7cm		
56	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		
57	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box		
58	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m		
B.	GENERAL OFFICE SUPPLIES		
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		
3	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case		
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box		
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box		
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box		
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box		
8	Correction Pen, 7mL, fine point, metal tip		
9	Correction Pen, 12mL, fine point, metal tip		
10	Correction Tape, White, 10m x 5mm		
11	Correction Tape, White, 8m x 5mm		
12	Cutter, Heavy Duty, 18mm (L500)		
13	Cutter Blade, Refill, 9mm, 10pcs		
14	Cutter Blade, Refill, 18mm, 10pcs		
15	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		
16	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		
17	Dater Stamp with received, 35x5mm imprint size		
18	Dater Stamp, 35x5mm imprint size		
19	Double Sided Tape, 1/2 inch, 10m		
20	Double Sided Tape, 3/4 inch, 10m		
21	Double Sided Tape, 1 inch, 10m		
22	Double Sided Foam Tape Green, 1"X5m		
23	Double Sided Foam Tape Green, 1"X10m		
24	Duct Tape,Gray, 48mm x 10m		
25	Duct Tape, Gray, 48mm x 20m		
26	Duct Tape, Black, 48mm x 30m		
27	Eraser, felt for whiteboard, 125x45x19mm		
28	Eraser, plastic/rubber		
29	Eraser, plastic/rubber, 30pcs/box		
30	Office Paste, white, easy to use with plastic flat spoon, 200grams		
31	Glue All purpose, Quick Dry, 100gms		
32	Glue All purpose, Quick Dry, 130gms		
33	Glue All purpose, Quick Dry, 240gms		
34	Glue Gun, big, 12mm		
35	Glue Stick, Big, 12mm		
36	Glue Stick, Big, 12mm, 4 pcs/pack		

37	Glue Stick,Small, 6pcs/pack		
38	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		
39	Gun Tacker Heavy Duty, 6-10mm		
40	Guntacker Wire, 1/2", 1000pcs/box		
41	Guntacker Wire, 3/8", 1000pcs/box		
42	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		
43	Laminating Film, 70mmx100mm, 250 microns, 100s/box		
44	Laminating Roll, 330mm x100m, 125 microns		
45	Numbering Stamp, 6 digits, 5mm		
46	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		
47	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		
48	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood		
49	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		
50	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		
51	Paper Cutter, Heavy Duty, A3 size		
52	Puncher, Heavy Duty, two hole guide		
53	Push Pin, Assorted Color, 50pcs/box		
54	Push Pin, Assorted Color, 100pcs/box		
55	Rubber band, 70mm #16, 50gms		
56	Rubber band, 70mm #18, 350gms		
57	Ruler, plastic, 12", 300mmx28mm		
58	Ruler, plastic, 18", 450mmx38mm		
59	Scissors, Symmetrical, blade length: 65mm min		
60	Scissors, Symmetrical/Asymmetrical, 160mm		
61	Stamp Pad Ink (Blue), 30mL		
62	Stamp Pad Ink (Violet), 30mL		
63	Stamp pad, felt paper, No. 1		
64	Stamp pad, felt paper, No. 2		
65	Stamp pad, felt paper, No. 3		
66	Staple Wire No. 10, 1000pcs/box		
67	Staple Wire No. 35, 5000pcs.box		
68	Staple wire, Heavy duty, 23/13		
69	Staple Wire, PS-123, 6mm		
70	Staple Wire, PS-123, 8mm		
71	Staple Wire, PS-123, 13mm		
72	Staple Wire Remover, jaw type		
73	Staple Wire Remover, plier type; plastic		
74	Staple Wire Remover; piler type; metal		
75	Stapler, Standard Type, Load Cap: 200 staples min		
76	Stapler Heavy Duty w/ Staple Remover		
77	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm		
78	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable aper guide locking system, uses 23/6-23/17 staples, PS-123		
79	Tape, Dispenser, Heavy Duty, 24mm		
80	Tape, Masking, 24mm (1"), 25y		
81	Tape, Masking, 24mm (1"), 50m		
82	Tape, Masking, 48mm (2") 25y		
83	Tape, Masking, 48mm (2") 50m		
84	Tape, Packaging, 48mm (2"), 30m		
85	Tape, Packaging, 48mm (2"), 50m		
86	Tape, Transparent, 24mm (1"), 50m		
87	Tape, Transparent, 48mm (2"), 50m		
88	Thumb Tacks, No. 33, Gold		
89	Typewriter Ribbon, For Manual and Electric, Black Nylon		
90	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black		

Name of the Company/Bidder	Name of Authorized Representative	Signature of Authorized Representative

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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Procuring Entity: City Government of Tabaco City

Contract ID No. 028-07-2023-GOODS-RI

Name of the Project: Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments)

Location of the Project: General Services Office (GSO), Tabaco City

Net Financial Contracting Capacity (NFCC)

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer'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.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

NFCC = 15 (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

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 and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

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.

Bid Form for the Procurement of Goods

BID FORM

Date : _____

Project Identification No. 028-07-2023-GOODS-R1

To: *City Government of Tabaco*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply and deliver the filing and general office supplies*, in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules 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 the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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 behalf of: _____

Date: _____

Procuring Entity: City Government of Tabaco City

Contract ID No. 028-07-2023-GOODS-RI

Name of the Project: Supply & Delivery of Filing and General Office Supplies for Various Offices (Executive Departments)

Location of the Project: General Services Office (GSO), Tabaco City

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder _____

Project ID No. _____ 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 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)
A.	FILING & STORAGE SUPPLIES:								
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black		1 box						
2	Binding Rings, Plastic, 6mm (1/4"), Black		2 piece						
3	Binding Rings, Plastic, 8mm (5/16"), Black		2 piece						
4	Binding Rings, Plastic, 10mm (3/8"), Black		2 piece						
5	Clearbook, Long, 20 leaves		4 piece						
6	Clear Folder, Long, Sliding		30 piece						
7	Clear Folder, A4, Sliding		30 piece						
8	Clipboard Long, plastic, 9"x13"		10 piece						
9	Stand File Box, made of chipboard, with closed ends, 12x24x40cm		93 piece						
10	Data Folder, made of chipboard, taglia lock, with lever arch file mechanism, 75x230x380mm, (blue/green)		14 piece						
11	Mailing Envelope, White, Long, 500pcs/box		18 box						
12	Mailing Envelope, White, Short, 500pcs/box		3 box						

13	Documentary Envelope, Short		585	piece						
14	Documentary Envelope, Long		714	piece						
15	Documentary Envelope, Short, 100pcs/box		16	box						
16	Documentary Envelope, Long, 100pcs/box		21	box						
17	Expanding Envelope, Brown, Long with String		620	piece						
18	Expanding Envelope, Brown, Long, with string, 25pcs/box		15	box						
19	Expanding Envelope, Brown, Short, with string, 25pcs/box		2	box						
20	Expanding Envelope, Brown, Long, with string, 100pcs/box		25	box						
21	Envelope, Expanding, Plastic, Long with push lock, Colored		12	piece						
22	Envelope, Expanding, Plastic, Long with string, Colored		24	piece						
23	Envelope, Plastic, Transparent, Ordinary, Long		420	piece						
24	Envelope, Plastic, Transparent, Ordinary, Long, 20pcs/pack		6	pack						
25	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box		1	box						
26	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box		1	box						
27	Plastic Envelope Brown, Long		24	piece						
28	Expanding File Folder Organizer, Long, with at least 12 pockets, garter lock with tab (Green)		15	piece						
29	Fastener, Metal, Ordinary, 50 sets/box		145	box						

30	Fastener, Metal, Non-Sharp edge to prevent fingers from getting hurt, super-quality guaranteed, holds 2" thick documents, 7cm dole to hole, 50 sets/box		12	box						
31	Fastener, Plastic, 8-1/2" long, 70mm, 50 sets/box		12	box						
32	Fastener, Plastic, Ordinary, Does not cut, Ecological, Compressors are made of heavy-gauge material for superior strength and durability, Assorted Colors, 50 sets/box		191	box						
33	File Tray, 2 Layers, Metal		7	piece						
34	File Tray, 3 Layers, Metal		30	piece						
35	File Tray, 3 Layers, Plastic		4	piece						
36	Folder with Tab, Legal, White		3257	piece						
37	Folder with Tab, Short, White		1870	piece						
38	Folder with Tab, Short, Brown		350	piece						
39	Folder with Tab, Long, Brown		738	piece						
40	Plastic Clip Folder, A4, Double Strong Clip, Punchless Document Binder, assorted color		10	piece						
41	Plastic Folder Long (colored)		40	piece						
42	Plastic Folder Short (colored)		40	piece						
43	Transparent plastic folder (long)		51	piece						
44	Pressboard Folder, US, Yellow, long		50	piece						
45	Pressboard Folder, Local, A4 size, 100pcs/box		1	box						
46	Pressboard Folder, Long (240mm x 370mm),39mm expansion		237	piece						
47	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Green		24	box						

48	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Blue		1	box						
49	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Orange		1	box						
50	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Red		1	box						
51	Pressboard Folder, Long (240mm x 370mm),39mm expansion, 100pcs/box, Yellow		1	box						
52	Colored Thick File Folder(Green)		25	piece						
53	Colored Thick File Folder(Yellow)		20	piece						
54	Lever, Arch File with Ring Binder, Long, 2.5", 7cm		12	piece						
55	Lever, Arch File with Ring Binder, Long, 3", 7cm		4	piece						
56	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		4	piece						
57	PVC Book Binding Cover (Long Size), Used as front and back covers of Ring Binders or Wire binders, 100pcs/box		1	box						
58	PVC Transparent clear plastic sheet cover, gauge 2.6, 50m		1	roll						
	Subtotal									
B.	GENERAL OFFICE SUPPLIES									
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		61	unit						
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		15	unit						
3	Scientific Calculator, With Fraction calculations, Combination and permutation, Statistics (STAT-data editor, Standard deviation, Regression analysis), 9 variables and Comes with slide-on hard case		2	piece						
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box		176	box						

5	Clip Backfold/Binder Clip, 25mm, 12pcs/box		179	box						
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box		134	box						
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box		146	box						
8	Correction Pen, 7mL, fine point, metal tip		34	piece						
9	Correction Pen, 12mL, fine point, metal tip		92	piece						
10	Correction Tape, White, 10m x 5mm		1114	piece						
11	Correction Tape, White, 8m x 5mm		489	piece						
12	Cutter, Heavy Duty, 18mm (L500)		16	piece						
13	Cutter Blade, Refill, 9mm, 10pcs		2	box						
14	Cutter Blade, Refill, 18mm, 10pcs		9	box						
15	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		3	piece						
16	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		24	piece						
17	Dater Stamp with received, 35x5mm imprint size		22	piece						
18	Dater Stamp, 35x5mm imprint size		10	piece						
19	Double Sided Tape, 1/2 inch, 10m		12	rolls						
20	Double Sided Tape, 3/4 inch, 10m		3	rolls						
21	Double Sided Tape, 1 inch, 10m		82	rolls						
22	Double Sided Foam Tape Green, 1"X5m		1	rolls						
23	Double Sided Foam Tape Green, 1"X10m		8	rolls						
24	Duct Tape, Gray, 48mm x 10m		2	rolls						
25	Duct Tape, Gray, 48mm x 20m		18	rolls						
26	Duct Tape, Black, 48mm x 30m		6	rolls						

27	Eraser, felt for whiteboard, 125x45x19mm		10	piece						
28	Eraser, plastic/rubber		59	piece						
29	Eraser, plastic/rubber, 30pcs/box		11	box						
30	Office Paste, white, easy to use with plastic flat spoon, 200grams		34	jars						
31	Glue All purpose, Quick Dry, 100gms		64	jars						
32	Glue All purpose, Quick Dry, 130gms		34	jars						
33	Glue All purpose, Quick Dry, 240gms		168	jars						
34	Glue Gun, big, 12mm		6	piece						
35	Glue Stick, Big, 12mm		40	piece						
36	Glue Stick, Big, 12mm, 4 pcs/pack		20	per pack						
37	Glue Stick, Small, 6pcs/pack		2	per pack						
38	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		1	unit						
39	Gun Tacker Heavy Duty, 6-10mm		16	unit						
40	Guntacker Wire, 1/2", 1000pcs/box		20	box						
41	Guntacker Wire, 3/8", 1000pcs/box		3	box						
42	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		1	box						
43	Laminating Film, 70mmx100mm, 250 microns, 100s/box		15	box						
44	Laminating Roll, 330mm x100m, 125 microns		1	rolls						
45	Numbering Stamp, 6 digits, 5mm		5	piece						
46	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		286	box						
47	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		295	box						
48	Paper Trimmer, Heavy Duty, 12x15inches (B4) Wood		2	piece						

49	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		4	piece						
50	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		1	piece						
51	Paper Cutter, Heavy Duty, A3 size		1	piece						
52	Puncher, Heavy Duty, two hole guide		77	piece						
53	Push Pin, Assorted Color, 50pcs/box		5	box						
54	Push Pin, Assorted Color, 100pcs/box		37	box						
55	Rubber band, 70mm #16, 50gms		7	box						
56	Rubber band, 70mm #18, 350gms		38	box						
57	Ruler, plastic, 12", 300mmx28mm		29	piece						
58	Ruler, plastic, 18", 450mmx38mm		33	piece						
59	Scissors, Symmetrical, blade length: 65mm min		39	piece						
60	Scissors, Symmetrical/Asymmetrical, 160mm		62	piece						
61	Stamp Pad Ink (Blue), 30mL		36	piece						
62	Stamp Pad Ink (Violet), 30mL		136	piece						
63	Stamp pad, felt paper, No. 1		15	piece						
64	Stamp pad, felt paper, No. 2		63	piece						
65	Stamp pad, felt paper, No. 3		14	piece						
66	Staple Wire No. 10, 1000pcs/box		25	box						
67	Staple Wire No. 35, 5000pcs.box		651	box						
68	Staple wire, Heavy duty, 23/13		2	box						
69	Staple Wire, PS-123, 6mm		8	box						
70	Staple Wire, PS-123, 8mm		8	box						

	Grand Total									
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Note: Bid per item should not exceed the approved budget per item indicated in Bid Data Sheet.

Name: _____

Legal Capacity: _____

Signature: _____

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

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - a. Schedule of Requirements;
 - b. Technical Specifications;
 - c. General and Special Conditions of Contract; and
 - d. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.
4. The [*Name of the procuring entity*] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

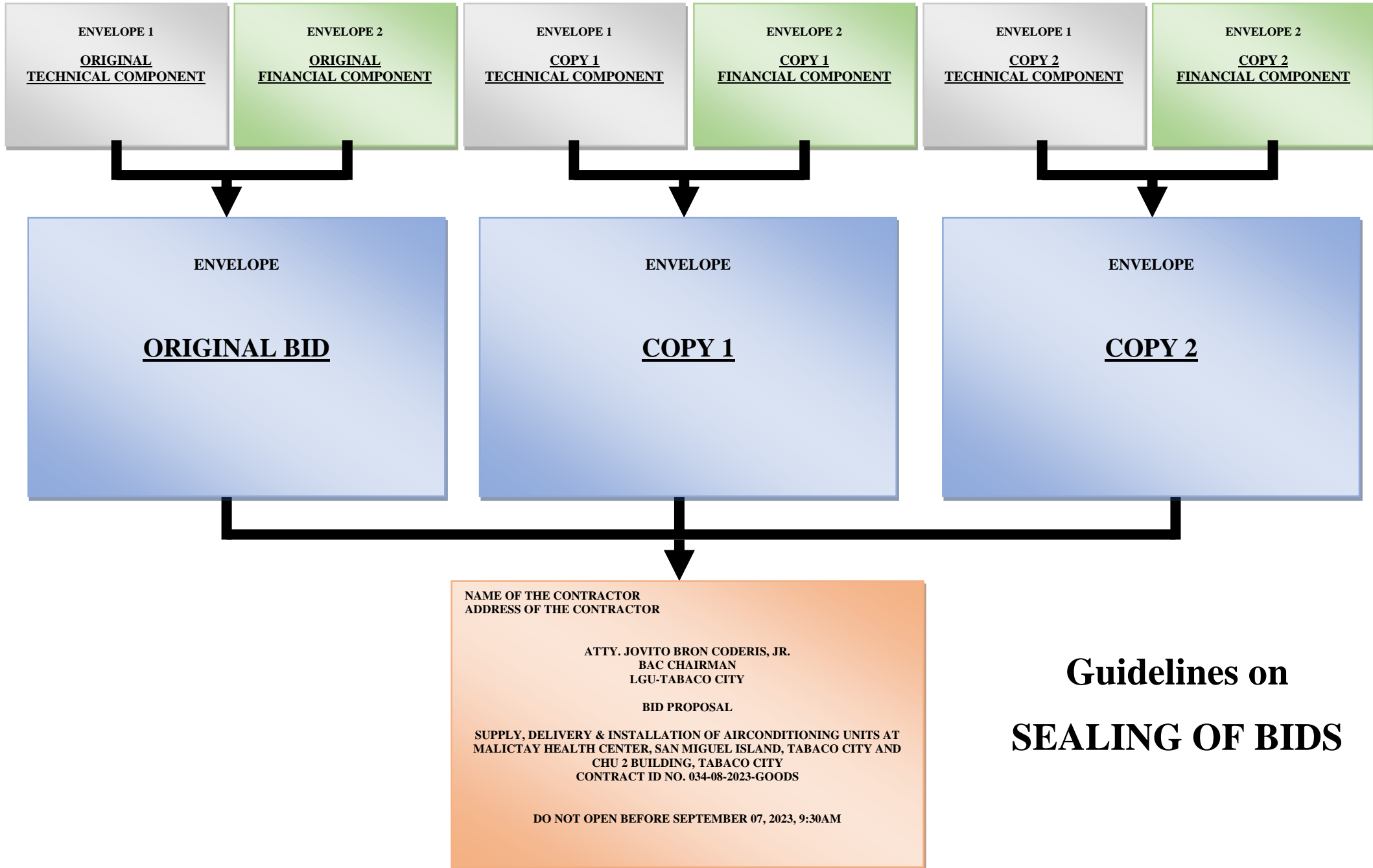
NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

ATTY. JOVITO BRON CODERIS, JR.
BAC CHAIRMAN
LGU-TABACO CITY

BID PROPOSAL

**SUPPLY & DELIVERY OF FILING AND GENERAL OFFICE SUPPLIES
FOR VARIOUS OFFICES (EXECUTIVE DEPARTMENTS)
GENERAL SERVICES OFFICE (GSO), TABACO CITY
CONTRACT ID NO. 028-07-2023-GOODS-R1**

DO NOT OPEN BEFORE AUGUST 29, 2023, 9:30AM



Guidelines on SEALING OF BIDS

