

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 VARIOUS
OFFICE SUPPLIES
GENERAL SERVICES OFFICE (GSO),
TABACO CITY**

Contract ID No. 042-10-2024-GOODS-PB-R1

November 14, 2024

**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 Various Office Supplies,
General Services Office (GSO), Tabaco City
Contract ID No. 042-10-2024-GOODS-PB-R1

1. The *City Government of Tabaco*, through the *General Fund 2024*, intends to apply the following sum being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

<i>Lot No.</i>	<i>Description</i>	<i>Approved Budget for the Contract (Php)</i>	<i>Bidding Documents Fee (Php)</i>
1	Paper Supplies	445,648.00	500.00
2	Writing Instruments	887,155.70	1,000.00
3	Filing Supplies	781,112.50	1,000.00
4	General Supplies	709,244.95	1,000.00

2. The *City Government of Tabaco* now invites bids for the above Procurement Project. Delivery of the Goods is required within *twenty (20) 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 *November 14-December 04, 2024* from given address and website/s below *and upon payment of the applicable fees for the Bidding Documents*, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *City Government of Tabaco* will hold a Pre-Bid Conference on *November 22 2024, 10:30AM* at *BAC Conference Room, 2F Annex Bldg., Tabaco City Hall, Tabaco City*, which shall be open to prospective bidders

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **9:00AM, December 04, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 04, 2024, 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
10. 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.
11. 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

12. You may visit the following websites:

For downloading of Bidding Documents:

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

November 14, 2024

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 Various Office Supplies, General Services Office, Tabaco City* with *Contract ID Nos. 042-10-2024-GOODS-PB-R1*.

The Procurement Project (referred to herein as “Project”) is composed of **four (4) lots**, 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 **2024** in the amount of *Two Million Eight Hundred Twenty-Three Thousand One Hundred Sixty-One Pesos and Fifteen Centavos (Php 2,823,161.15)*.

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 CXproject 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 hold a pre-bid conference for this Project on the specified date and time and at its physical address as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

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 *April 03, 2025*. 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 maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 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>a. supply and delivery of <i>office supplies</i>;</p> <p>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>a. The amount of not less than <i>[two percent (2%) of ABC per lot]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>[five percent (5%) of ABC per lot]</i> 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>One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot:</i></p> <p>Lot 1 PAPER SUPPLIES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit of Issue</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;"><u>Approved Budget per item (Php)</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">16</td> <td style="text-align: center;">spools</td> <td>Adding Machine Ink Ribbon, Black & Red</td> <td style="text-align: right;">940.80</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">36</td> <td style="text-align: center;">rolls</td> <td>Adding Machine Tape, 44mm</td> <td style="text-align: right;">1,598.40</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">pack</td> <td>Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack</td> <td style="text-align: right;">313.20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">33</td> <td style="text-align: center;">box</td> <td>Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs</td> <td style="text-align: right;">28,710.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">62</td> <td style="text-align: center;">piece</td> <td>Cartolina, assorted colors</td> <td style="text-align: right;">682.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">18</td> <td style="text-align: center;">pack</td> <td>Cartolina, assorted colors, 10pcs/pack</td> <td style="text-align: right;">1,980.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">208</td> <td style="text-align: center;">pack</td> <td>Certificate Paper, 200gsm, A4, 10pcs/pack, White</td> <td style="text-align: right;">9,609.60</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">149</td> <td style="text-align: center;">pack</td> <td>Certificate Paper, 200gsm, Legal, 10pcs/pack, White</td> <td style="text-align: right;">7,688.40</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">78</td> <td style="text-align: center;">pack</td> <td>Certificate Paper, 200gsm, Short, 10pcs/pack, White</td> <td style="text-align: right;">3,463.20</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">22</td> <td style="text-align: center;">ream</td> <td>Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms</td> <td style="text-align: right;">6,006.00</td> </tr> </tbody> </table>	Item No.	Qty	Unit of Issue	Item Description	<u>Approved Budget per item (Php)</u>	1	16	spools	Adding Machine Ink Ribbon, Black & Red	940.80	2	36	rolls	Adding Machine Tape, 44mm	1,598.40	3	3	pack	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack	313.20	4	33	box	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs	28,710.00	5	62	piece	Cartolina, assorted colors	682.00	6	18	pack	Cartolina, assorted colors, 10pcs/pack	1,980.00	7	208	pack	Certificate Paper, 200gsm, A4, 10pcs/pack, White	9,609.60	8	149	pack	Certificate Paper, 200gsm, Legal, 10pcs/pack, White	7,688.40	9	78	pack	Certificate Paper, 200gsm, Short, 10pcs/pack, White	3,463.20	10	22	ream	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms	6,006.00
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4	33	box	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs	28,710.00																																																				
5	62	piece	Cartolina, assorted colors	682.00																																																				
6	18	pack	Cartolina, assorted colors, 10pcs/pack	1,980.00																																																				
7	208	pack	Certificate Paper, 200gsm, A4, 10pcs/pack, White	9,609.60																																																				
8	149	pack	Certificate Paper, 200gsm, Legal, 10pcs/pack, White	7,688.40																																																				
9	78	pack	Certificate Paper, 200gsm, Short, 10pcs/pack, White	3,463.20																																																				
10	22	ream	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms	6,006.00																																																				

11	18	ream	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted	4,158.00
12	11	book	Columnar Notebook, 24 columns	950.40
13	12	box	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	19,800.00
14	265	pack	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack	27,825.00
15	33	piece	Illustration Board 1/8	356.40
16	10	pack	Index Card, 5x8in , 100 cards/pack	840.00
17	62	piece	Notebook, Steno, Spiral, 150x225mm, 60 leaves	2,232.00
18	167	pad	Sticky Note, 2x3 , neon color, 100sh/pad	4,008.00
19	117	pad	Sticky Note, 3x3 , neon color, 100sh/pad	3,861.00
20	79	pad	Sticky Note, 3x4 , neon color, 100sh/pad	3,318.00
21	65	pack	Sticky Note Page Marker, 12 x 44mm , 5 colors	5,148.00
22	35	pad	Ruled Pad Paper, Yellow , 90leaves	1,512.00
23	2	pad	Ruled, Pad Paper, White , 90leaves	60.00
24	28	pack	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm	2,587.20
25	291	pack	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm	28,809.00
26	25	pack	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm	2,850.00
27	59	pack	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm	7,717.20
28	11	piece	Record Book 150 pages, 214x278mm	778.80
29	78	piece	Record Book, 200 pages, 280x170mm	6,645.60
30	146	piece	Record Book, 300 pages, 280x170mm	16,293.60
31	107	piece	Record Book, 500 pages, 280x170mm	16,692.00
32	221	piece	Record Book, 300 pages, 214x278mm	47,736.00
33	189	piece	Record Book, 500 pages, 214x278mm	56,473.20
34	27	pad	Reimbursement Expense Receipt (RER Form)	1,188.00
35	28	pack	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue : 4 pcks, White : 4 pcks, Beige : 20 pcks	1,444.80
36	76	ream	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream : 48 rms, White : 28 rms	23,940.00
37	120	pack	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White : 47 pcks, Beige : 65 pcks, Creamy White : 8 pcks	5,760.00
38	93	pack	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White : 69 pcks, Beige : 24 pcks	4,129.20
39	16	pack	Specialty Board Paper, 200gsm, Long, 10sheets/pack, Pink Color	1,152.00
40	103	ream	Specialty Board Paper, 200gsm, Long, 100pcs/ream, White : 95 pcks, Cream : 8 pcks	37,389.00
41	41	ream	Specialty Board Paper, 200gsm, Short, 100pcs/ream, White Color	15,498.00
42	162	pack	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy	11,664.00

43	271	pack	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte	19,512.00
44	8	pad	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm	288.00
45	20	pad	Stick On Note - 5 in 1 color (Arrow - Sign here)	1,080.00
46	2	pack	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue	960.00
TOTAL				445,648.00

Lot 2 WRITING INSTRUMENTS:

Item No.	Qty	Unit of Issue	Item Description	<u>Approved Budget per item (Php)</u>
1	234	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs	42,120.00
2	553	box	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs	63,705.60
3	188	box	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs	93,060.00
4	119	box	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bx	14,161.00
5	22	bottle	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 btls, Blue: 3 btls, Red: 2 btls	3,850.00
6	55	bottle	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 btls, Blue: 4 btls, Red: 3 btls	5,775.00
7	1	bottle	Marker, Ink Refill, Permanent, 50ml , with ink dropper: Black	111.00
8	173	set	Marker, Highlighter, Fluorescent, 3 assorted colors/set	26,815.00
9	1	box	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box	711.00
10	4	piece	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs	284.00
11	69	box	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs	40,572.00
12	72	box	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs	42,336.00
13	23	box	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs	14,559.00

14	62	box	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs	39,246.00
15	222	box	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box	26,640.00
16	39	piece	Pencil Sharpener, Single cutter head, Heavy Duty	12,827.10
17	851	box	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs	347,208.00
18	205	box	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs	83,640.00
19	50	box	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs	4,440.00
20	110	piece	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs	12,936.00
21	90	piece	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black	10,476.00
22	17	piece	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green	1,683.00
TOTAL				887,155.70

Lot 3 FILING SUPPLIES:

Item No.	Qty	Unit of Issue	Item Description	<u>Approved Budget per item (Php)</u>
1	7	box	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	5,768.00
2	85	piece	Binding Rings, Plastic, 6mm (1/4") , Black	918.00
3	85	piece	Binding Rings, Plastic, 8mm (5/16") , Black	1,020.00
4	85	piece	Binding Rings, Plastic, 10mm (3/8") , Black	1,224.00
5	8	piece	Binding Rings, Plastic, 12mm , 1.2m, (1/2")	576.00
6	8	piece	Binding Rings, Plastic, 12mm , 1.2m, (1")	768.00
7	8	piece	Binding Rings, Plastic, 12mm , 1.2m, (2")	960.00
8	59	piece	Certificate Holder, A4, Black	6,490.00
9	6	piece	Clear book, Refillable, Short , 20 sheets, 23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs	705.60
10	3	piece	Clear book, A4, Fixed, 20 pockets (Black/Blue)	216.00
11	6	piece	Clear book, A4, Fixed, 40 pockets (Black/Blue)	871.20
12	9	piece	Clear book, F4, Fixed, 20 pockets (Black/Blue)	747.00
13	10	piece	Clear book, F4, Fixed, 40 pockets (Black/Blue)	1,584.00
14	29	piece	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs	3,793.20
15	6	piece	Clipboard, Plastic, Short	489.60

16	19	piece	Clipboard, Plastic, Long	1,778.40
17	226	piece	Data File Box, made of chipboard, with closed ends, 12×24×40cm	56,680.80
18	39	box	Envelope, Documentary, Short , 100pcs/box	19,305.00
19	9	box	Envelope, Documentary, A4 , 100pcs/box	4,950.00
20	72	box	Envelope, Documentary, Legal , 100pcs/box	43,560.00
21	13	box	Envelope, Expanding, Brown, with garter or string, Short , 25pcs/box	5,850.00
22	35	box	Envelope, Expanding, Brown, with garter or string, Long , 25pcs/box	17,500.00
23	47	box	Envelope, Expanding, Brown, with garter or string, Long , 100pcs/box	94,000.00
24	12	piece	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long	2,520.00
25	2	piece	Envelope, Expanding, Plastic, with push lock, Colored, Long , Clear	420.00
26	3	piece	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short	415.80
27	21	piece	Expanding Envelope, with string , Plastic, Colored, Legal	2,721.60
28	2	pack	Envelope, Plastic, Brown, Short , 25pcs/pack	700.00
29	29	pack	Envelope, Plastic, Brown, Long , 25pcs/pack	10,875.00
30	7	pack	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack	1,925.00
31	1	box	Envelope, Plastic, Transparent, Ordinary, Short , 100pcs/box	1,100.00
32	29	pack	Envelope, Plastic, Transparent, Ordinary, Long , 25pcs/pack	8,758.00
33	11	box	Envelope, Plastic, Transparent, Ordinary, Long , 100pcs/box	13,310.00
34	30	box	Envelope, Mailing, White, Short , 500pcs/box	12,510.00
35	42	box	Envelope, Mailing, White, Long , 500pcs/box	35,532.00
36	6	pack	Envelope, Mailing, with window, No. 10, White, 50pcs/pack	660.00
37	46	piece	Expanding File Folder Organizer, Long, with at least 12 pockets	9,660.00
38	264	box	Fastener, Metal, 7cm, Silver, 50 sets/box	23,760.00
39	289	box	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box	18,785.00
40	27	box	Fastener, Plastic, 8½" long, 7cm, 50 sets/box	5,791.50
41	4	piece	File Tray, 2 Layers, Metal, Black	2,198.40
42	28	piece	File Tray, 3 Layers, Metal, Black	17,388.00
43	9	piece	File Tray, 3 Layers, Plastic	5,400.00
44	50	pack	Folder with Tab, Short, White, 100pcs/pack	33,000.00
45	162	pack	Folder with Tab, Legal, White, 100pcs/pack	124,740.00
46	4	pack	Folder with Tab, Short, Brown, 100pcs/pack	2,640.00
47	12	pack	Folder with Tab, Long, Brown, 100pcs/pack	9,240.00
48	41	piece	Folder, Plastic, L-Type, Short, Orange	738.00
49	42	piece	Folder, Plastic, L-type, Long, Yellow	806.40

50	148	piece	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion	4,972.80
51	42	box	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box, Green: 31 bxs, White: 5 bxs, Red: 6 bxs	117,600.00
52	500	piece	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs	16,800.00
53	5	piece	File Folder, 2 holes, 215.9x330.2mm	780.00
54	6	piece	Lever Arch File with Ring Binder, Long, 3", 7cm	2,253.60
55	23	piece	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	17,277.60
56	1	pack	Paper Binding Cover (Long) 100pcs/pack, 216mmx330mmx200microns, Any color	475.00
57	3	piece	Storage Box with Lid, made of chipboard, Legal, Black	2,340.00
58	8	piece	RING BINDER, Long, 2.5", White	3,264.00
			TOTAL	781,112.50

Lot 4 GENERAL SUPPLIES:

Item No.	Qty	Unit of Issue	Item Description	<u>Approved Budget per item (Php)</u>
1	78	unit	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	48,438.00
2	26	unit	Calculator, Desktop, 8 digits, with Mark Up Calculation	12,922.00
3	3	piece	Scientific Calculator, 9 variables and Comes with slide-on hard case	2,820.00
4	213	box	Clip Backfold/Binder Clip, 19mm, 12pcs/box	7,668.00
5	267	box	Clip Backfold/Binder Clip, 25mm, 12pcs/box	12,816.00
6	357	box	Clip Backfold/Binder Clip, 32mm, 12pcs/box	21,598.50
7	299	box	Clip Backfold/Binder Clip, 50mm, 12pcs/box	42,697.20
8	15	piece	Correction Pen, 12ml, Finepoint, Metal Clip	547.50
9	1667	piece	Correction Tape, White, 10m x 5mm	88,017.60
10	590	piece	Correction Tape, White, 8m x 5mm	19,824.00
11	69	piece	Cutter, Heavy Duty, 18mm (L500)	3,726.00
12	19	box	Cutter Blade, Refill, 9mm, 10pcs	380.00
13	36	box	Cutter Blade, Refill, 18mm, 10pcs	1,188.00
14	24	piece	Cutter Knife with Lock, Small, 9mm, 0.5x4x18cm	345.60
15	45	piece	Cutter Knife with Lock, Big, 18mm, 2x5x20cm	1,080.00

16	36	piece	Dater Stamp with received, 35x5mm imprint size	2,772.00
17	27	piece	Dater Stamp, 35x5mm imprint size	1,404.00
18	35	rolls	Double Sided Tape, 1/2 inch, 10m	840.00
19	29	rolls	Double Sided Tape, 3/4 inch, 10m	939.60
20	180	rolls	Double Sided Tape, 1 inch, 10m	7,020.00
21	26	rolls	Double Sided Foam Tape Green, 1"X10m	6,520.80
22	43	rolls	Duct Tape, Gray, 48mm x 20m	4,386.00
23	27	rolls	Duct Tape, Black, 48mm x 30m	2,754.00
24	7	piece	Eraser, felt for whiteboard, 125x45x19mm	168.00
25	20	box	Eraser, plastic/rubber, 30pcs/box	9,740.00
26	10	jars	Office Paste, white, easy to use with plastic flat spoon, 200grams	612.00
27	61	jars	Glue All purpose, Quick Dry, 100gms	2,196.00
28	68	jars	Glue All purpose, Quick Dry, 130gms	4,896.00
29	214	jars	Glue All purpose, Quick Dry, 240gms	26,001.00
30	16	piece	Glue Gun, Big, 12mm	5,792.00
31	64	per pack	Glue Stick, Big, 12mm, 4 pcs/pack	3,302.40
32	1	per pack	Glue Stick, Small, 6pcs/pack	37.20
33	10	unit	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	8,665.00
34	4	box	Guntacker Wire, 3/8", 1000pcs/box	242.40
35	10	box	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	1,884.00
36	16	box	Laminating Film, 70mmx100mm, 250 microns, 100s/box	3,321.60
37	12	rolls	Laminating Roll, 330mm x100m, 125 microns	24,926.40
38	4	roll	Laminating Roll, 288 (9")x50x250 micron	5,160.00
39	2	piece	Numbering Stamp, 6 digits, 5mm	110.40
40	3	piece	Numbering Stamp, 10 digits, 5mm	720.00
41	495	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	8,910.00
42	597	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	21,850.20
43	7	pack	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in	3,850.00
44	5	piece	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	5,220.00
45	2	piece	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	2,528.00
46	1	unit	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big	2,500.00
47	8	rolls	Plastic Book Cover, 13.5"x5m	326.40
48	29	yard	Plastic Table Cover, Thick, 48 inches in width	1,740.00
49	1	pack	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns	900.00
50	39	piece	Puncher, Heavy Duty, two hole guide	10,140.00
51	30	box	Push Pin, Assorted Color, 100pcs/box	1,296.00

52	102	box	Rubber band, 70mm #16, 50gms	2,448.00
53	74	box	Rubber band, 70mm #18, 350gms	15,318.00
54	42	piece	Ruler, plastic, 12", 300mmx28mm	504.00
55	27	piece	Ruler, plastic, 18", 450mmx38mm	1,134.00
56	164	piece	Scissors, Symmetrical/ Asymmetrical, 160mm	12,628.00
57	601	piece	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs	11,569.25
58	8	piece	Stamp pad, felt paper, No. 1	462.00
59	142	piece	Stamp pad, felt paper, No. 2	7,668.00
60	27	piece	Stamp pad, felt paper, No. 3	1,174.50
61	2	box	Staple Wire No. 10, 1000pcs/box	24.00
62	807	box	Staple Wire No. 35, 5000pcs.box	51,325.20
63	25	box	Staple wire, Heavy duty, 23/13	1,200.00
64	16	box	Staple Wire, PS-123, 8mm	1,900.80
65	5	box	Staple Wire, PS-123, 13mm	594.00
66	39	piece	Staple Wire Remover, jaw type	936.00
67	5	piece	Staple Wire Remover, Plier type; plastic	426.00
68	48	piece	Staple Wire Remover; Plier type; metal	4,089.60
69	164	unit	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity	23,452.00
70	20	piece	Stapler Machine HD-50R #35 (with staple remover)	14,880.00
71	5	piece	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity	3,600.00
72	1	piece	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123	2,200.00
73	9	unit	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	16,821.00
74	40	unit	Tape, Dispenser, Heavy Duty, 24mm	5,160.00
75	253	rolls	Tape, Masking, 24mm (1"), 50m	13,358.40
76	246	rolls	Tape, Masking, 48mm (2") 50m	25,165.80
77	233	rolls	Tape, Packaging, 48mm (2"), 50m	11,650.00
78	460	rolls	Tape, Transparent, 24mm (1"), 50m	10,488.00
79	319	rolls	Tape, Transparent, 48mm (2"), 50m	15,631.00
80	16	box	Thumb Tacks, No. 33, Gold	240.00
81	36	spools	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	1,857.60
82	6	piece	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2	3,600.00
			TOTAL	709,244.95

The bid offer per item should not exceed the given Approved Budget per item.

The NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.

20.2	<p>For purposes of Post-qualification, the following document(s) shall be required:</p> <ol style="list-style-type: none"> 1. Latest Income/ Business Tax Returns filed and paid through eFPS 2. Valid and Current Registration Certificate (SEC, DTI, or CDA, whichever is applicable), all pages 3. Valid and Current Mayor's Permit 4. Valid Tax Clearance for Bidding Purposes 5. Latest Audited Financial Statements stamped received by the BIR or its duly authorized institution 6. BIR Registration Certificate
21.1	None

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 B. Garcia, GSO</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. performance or supervision of on-site assembly and/or start-up of the supplied Goods; and b. furnishing of tools required for assembly and/or maintenance of the supplied Goods. <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions</p>

	<p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>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:

Section VI. Schedule of Requirements

Schedule of Requirements

Lot 1- PAPER SUPPLIES

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Adding Machine Ink Ribbon, Black & Red	16	spools
2	Adding Machine Tape, 44mm	36	rolls
3	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack	3	pack
4	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs	33	box
5	Cartolina, assorted colors	62	piece
6	Cartolina, assorted colors, 10pcs/pack	18	pack
7	Certificate Paper, 200gsm, A4, 10pcs/pack, White	208	pack
8	Certificate Paper, 200gsm, Legal, 10pcs/pack, White	149	pack
9	Certificate Paper, 200gsm, Short, 10pcs/pack, White	78	pack
10	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms	22	ream
11	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted	18	ream
12	Columnar Notebook, 24 columns	11	book
13	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	12	box
14	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack	265	pack
15	Illustration Board 1/8	33	piece
16	Index Card, 5x8in , 100 cards/pack	10	pack
17	Notebook, Steno, Spiral, 150x225mm, 60 leaves	62	piece
18	Sticky Note, 2x3 , neon color, 100sh/pad	167	pad
19	Sticky Note, 3x3 , neon color, 100sh/pad	117	pad
20	Sticky Note, 3x4 , neon color, 100sh/pad	79	pad
21	Sticky Note Page Marker, 12 x 44mm , 5 colors	65	pack
22	Ruled Pad Paper, Yellow , 90leaves	35	pad
23	Ruled, Pad Paper, White , 90leaves	2	pad
24	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm	28	pack
25	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm	291	pack
26	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm	25	pack
27	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm	59	pack
28	Record Book 150 pages, 214x278mm	11	piece
29	Record Book, 200 pages, 280x170mm	78	piece
30	Record Book, 300 pages, 280x170mm	146	piece
31	Record Book, 500 pages, 280x170mm	107	piece
32	Record Book, 300 pages, 214x278mm	221	piece
33	Record Book, 500 pages, 214x278mm	189	piece
34	Reimbursement Expense Receipt (RER Form)	27	pad
35	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue: 4 pcks, White: 4 pcks, Beige: 20 pcks	28	pack
36	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream: 48 rms, White: 28 rms	76	ream
37	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White:47 pcks, Beige:65 pcks, Creamy White:8 pcks	120	pack
38	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White: 69 pcks, Beige: 24 pcks	93	pack
39	Specialty Board Paper, 200gsm, Long, 10sheets/pack, Pink Color	16	pack
40	Specialty Board Paper, 200gsm, Long, 100pcs/ream, White: 95 pcks, Cream: 8 pcks	103	ream
41	Specialty Board Paper, 200gsm, Short, 100pcs/ream, White Color	41	ream
42	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy	162	pack

43	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte	271	pack
44	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm	8	pad
45	Stick On Note - 5 in 1 color (Arrow - Sign here)	20	pad
46	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue	2	pack
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder	Signature over Printer Name of Authorized Representative	Date
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Schedule of Requirements

Lot 2- WRITING INSTRUMENTS

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs	234	box
2	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs	553	box
3	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs	188	box
4	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bx	119	box
5	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 btls, Blue: 3 btls, Red: 2 btls	22	bottle
6	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 btls, Blue: 4 btls, Red: 3 btls	55	bottle
7	Marker, Ink Refill, Permanent, 50ml , with ink dropper: Black	1	bottle
8	Marker, Highlighter, Fluorescent, 3 assorted colors/set	173	set
9	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box	1	box
10	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs	4	piece
11	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs	69	box
12	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs	72	box
13	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs	23	box
14	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs	62	box
15	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box	222	box
16	Pencil Sharpener, Single cutter head, Heavy Duty	39	piece
17	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs	851	box
18	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs	205	box
19	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs	50	box
20	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs	110	piece
21	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black	90	piece
22	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green	17	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Schedule of Requirements

Lot 3- FILING SUPPLIES

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	7	box
2	Binding Rings, Plastic, 6mm (1/4") , Black	85	piece
3	Binding Rings, Plastic, 8mm (5/16") , Black	85	piece
4	Binding Rings, Plastic, 10mm (3/8") , Black	85	piece
5	Binding Rings, Plastic, 12mm , 1.2m, (1/2")	8	piece
6	Binding Rings, Plastic, 12mm , 1.2m, (1")	8	piece
7	Binding Rings, Plastic, 12mm , 1.2m, (2")	8	piece
8	Certificate Holder, A4, Black	59	piece
9	Clear book, Refillable, Short , 20 sheets, 23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs	6	piece
10	Clear book, A4, Fixed, 20 pockets (Black/Blue)	3	piece
11	Clear book, A4, Fixed, 40 pockets (Black/Blue)	6	piece
12	Clear book, F4, Fixed, 20 pockets (Black/Blue)	9	piece
13	Clear book, F4, Fixed, 40 pockets (Black/Blue)	10	piece
14	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs	29	piece
15	Clipboard, Plastic, Short	6	piece
16	Clipboard, Plastic, Long	19	piece
17	Data File Box, made of chipboard, with closed ends, 12×24×40cm	226	piece
18	Envelope, Documentary, Short , 100pcs/box	39	box
19	Envelope, Documentary, A4 , 100pcs/box	9	box
20	Envelope, Documentary, Legal , 100pcs/box	72	box
21	Envelope, Expanding, Brown, with garter or string, Short, 25pcs/box	13	box
22	Envelope, Expanding, Brown, with garter or string, Long, 25pcs/box	35	box
23	Envelope, Expanding, Brown, with garter or string, Long, 100pcs/box	47	box
24	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long	12	piece
25	Envelope, Expanding, Plastic, with push lock, Colored, Long, Clear	2	piece
26	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short	3	piece
27	Expanding Envelope, with string , Plastic, Colored, Legal	21	piece
28	Envelope, Plastic, Brown, Short , 25pcs/pack	2	pack
29	Envelope, Plastic, Brown, Long , 25pcs/pack	29	pack
30	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack	7	pack
31	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1	box
32	Envelope, Plastic, Transparent, Ordinary, Long, 25pcs/pack	29	pack
33	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	11	box
34	Envelope, Mailing, White, Short , 500pcs/box	30	box
35	Envelope, Mailing, White, Long , 500pcs/box	42	box
36	Envelope, Mailing, with window, No. 10, White, 50pcs/pack	6	pack
37	Expanding File Folder Organizer, Long, with at least 12 pockets	46	piece
38	Fastener, Metal, 7cm, Silver, 50 sets/box	264	box
39	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box	289	box
40	Fastener, Plastic, 8½" long, 7cm, 50 sets/box	27	box
41	File Tray, 2 Layers, Metal, Black	4	piece
42	File Tray, 3 Layers, Metal, Black	28	piece
43	File Tray, 3 Layers, Plastic	9	piece
44	Folder with Tab, Short, White, 100pcs/pack	50	pack
45	Folder with Tab, Legal, White, 100pcs/pack	162	pack
46	Folder with Tab, Short, Brown, 100pcs/pack	4	pack
47	Folder with Tab, Long, Brown, 100pcs/pack	12	pack

48	Folder, Plastic, L-Type, Short, Orange	41	piece
49	Folder, Plastic, L-type, Long, Yellow	42	piece
50	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion	148	piece
51	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box , Green: 31 bxs, White: 5 bxs, Red: 6 bxs	42	box
52	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs	500	piece
53	File Folder, 2 holes, 215.9x330.2mm	5	piece
54	Lever Arch File with Ring Binder, Long, 3", 7cm	6	piece
55	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	23	piece
56	Paper Binding Cover (Long) 100pcs/pack, 216mmx330mmx200microns, Any color	1	pack
57	Storage Box with Lid, made of chipboard, Legal, Black	3	piece
58	Ring Binder, Long, 2.5", White	8	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Schedule of Requirements

Lot 4- GENERAL SUPPLIES

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	QTY	UOM
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	78	unit
2	Calculator, Desktop, 8 digits, with Mark Up Calculation	26	unit
3	Scientific Calculator, 9 variables and Comes with slide-on hard case	3	piece
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box	213	box
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box	267	box
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box	357	box
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box	299	box
8	Correction Pen, 12ml, Fineline, Metal Clip	15	piece
9	Correction Tape, White, 10m x 5mm	1667	piece
10	Correction Tape, White, 8m x 5mm	590	piece
11	Cutter, Heavy Duty, 18mm (L500)	69	piece
12	Cutter Blade, Refill, 9mm, 10pcs	19	box
13	Cutter Blade, Refill, 18mm, 10pcs	36	box
14	Cutter Knife with Lock, Small, 9mm, 0.5x4x18cm	24	piece
15	Cutter Knife with Lock, Big, 18mm, 2x5x20cm	45	piece
16	Dater Stamp with received, 35x5mm imprint size	36	piece
17	Dater Stamp, 35x5mm imprint size	27	piece
18	Double Sided Tape, 1/2 inch, 10m	35	rolls
19	Double Sided Tape, 3/4 inch, 10m	29	rolls
20	Double Sided Tape, 1 inch, 10m	180	rolls
21	Double Sided Foam Tape Green, 1"X10m	26	rolls
22	Duct Tape, Gray, 48mm x 20m	43	rolls
23	Duct Tape, Black, 48mm x 30m	27	rolls
24	Eraser, felt for whiteboard, 125x45x19mm	7	piece
25	Eraser, plastic/rubber, 30pcs/box	20	box
26	Office Paste, white, easy to use with plastic flat spoon, 200grams	10	jars
27	Glue All purpose, Quick Dry, 100gms	61	jars
28	Glue All purpose, Quick Dry, 130gms	68	jars
29	Glue All purpose, Quick Dry, 240gms	214	jars
30	Glue Gun, Big, 12mm	16	piece
31	Glue Stick, Big, 12mm, 4 pcs/pack	64	per pack
32	Glue Stick, Small, 6pcs/pack	1	per pack
33	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	10	unit
34	Guntacker Wire, 3/8", 1000pcs/box	4	box
35	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	10	box
36	Laminating Film, 70mmx100mm, 250 microns, 100s/box	16	box
37	Laminating Roll, 330mm x100m, 125 microns	12	rolls
38	Laminating Roll, 288 (9")x50x250 micron	4	roll
39	Numbering Stamp, 6 digits, 5mm	2	piece
40	Numbering Stamp, 10 digits, 5mm	3	piece
41	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	495	box
42	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	597	box
43	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in	7	pack
44	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	5	piece
45	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	2	piece
46	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big	1	unit
47	Plastic Book Cover, 13.5"x5m	8	rolls
48	Plastic Table Cover, Thick, 48 inches in width	29	yard
49	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns	1	pack

50	Puncher, Heavy Duty, two hole guide	39	piece
51	Push Pin, Assorted Color, 100pcs/box	30	box
52	Rubber band, 70mm #16, 50gms	102	box
53	Rubber band, 70mm #18, 350gms	74	box
54	Ruler, plastic, 12", 300mmx28mm	42	piece
55	Ruler, plastic, 18", 450mmx38mm	27	piece
56	Scissors, Symmetrical/ Asymmetrical, 160mm	164	piece
57	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs	601	piece
58	Stamp pad, felt paper, No. 1	8	piece
59	Stamp pad, felt paper, No. 2	142	piece
60	Stamp pad, felt paper, No. 3	27	piece
61	Staple Wire No. 10, 1000pcs/box	2	box
62	Staple Wire No. 35, 5000pcs.box	807	box
63	Staple wire, Heavy duty, 23/13	25	box
64	Staple Wire, PS-123, 8mm	16	box
65	Staple Wire, PS-123, 13mm	5	box
66	Staple Wire Remover, jaw type	39	piece
67	Staple Wire Remover, Plier type; plastic	5	piece
68	Staple Wire Remover; Plier type; metal	48	piece
69	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity	164	unit
70	Stapler Machine HD-50R #35 (with staple remover)	20	piece
71	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity	5	piece
72	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123	1	piece
73	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	9	unit
74	Tape, Dispenser, Heavy Duty, 24mm	40	unit
75	Tape, Masking, 24mm (1"), 50m	253	rolls
76	Tape, Masking, 48mm (2") 50m	246	rolls
77	Tape, Packaging, 48mm (2"), 50m	233	rolls
78	Tape, Transparent, 24mm (1"), 50m	460	rolls
79	Tape, Transparent, 48mm (2"), 50m	319	rolls
80	Thumb Tacks, No. 33, Gold	16	box
81	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	36	spools
82	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2	6	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Section VII. Technical Specifications

Technical Specifications

Lot 1- PAPER SUPPLIES

**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 of item offered, if any
1	Adding Machine Ink Ribbon, Black & Red		
2	Adding Machine Tape, 44mm		
3	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack		
4	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs		
5	Cartolina, assorted colors		
6	Cartolina, assorted colors, 10pcs/pack		
7	Certificate Paper, 200gsm, A4, 10pcs/pack, White		
8	Certificate Paper, 200gsm, Legal, 10pcs/pack, White		
9	Certificate Paper, 200gsm, Short, 10pcs/pack, White		
10	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms		
11	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted		
12	Columnar Notebook, 24 columns		
13	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		
14	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack		
15	Illustration Board 1/8		
16	Index Card, 5x8in , 100 cards/pack		
17	Notebook, Steno, Spiral, 150x225mm, 60 leaves		
18	Sticky Note, 2x3 , neon color, 100sh/pad		
19	Sticky Note, 3x3 , neon color, 100sh/pad		
20	Sticky Note, 3x4 , neon color, 100sh/pad		
21	Sticky Note Page Marker, 12 x 44mm , 5 colors		
22	Ruled Pad Paper, Yellow , 90leaves		
23	Ruled, Pad Paper, White , 90leaves		
24	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm		
25	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm		
26	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm		
27	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm		
28	Record Book 150 pages, 214x278mm		
29	Record Book, 200 pages, 280x170mm		
30	Record Book, 300 pages, 280x170mm		
31	Record Book, 500 pages, 280x170mm		
32	Record Book, 300 pages, 214x278mm		
33	Record Book, 500 pages, 214x278mm		
34	Reimbursement Expense Receipt (RER Form)		
35	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue: 4 pcks, White: 4 pcks, Beige: 20 pcks		
36	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream: 48 rms, White: 28 rms		

37	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White: 47 pcks, Beige: 65 pcks, Creamy White: 8 pcks		
38	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White: 69 pcks, Beige: 24 pcks		
39	Specialty Board Paper, 200gsm, Long, 10sheets/pack, Pink Color		
40	Specialty Board Paper, 200gsm, Long, 100pcs/ream, White: 95 pcks, Cream: 8 pcks		
41	Specialty Board Paper, 200gsm, Short, 100pcs/ream, White Color		
42	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy		
43	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte		
44	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm		
45	Stick On Note - 5 in 1 color (Arrow - Sign here)		
46	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue		

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Technical Specifications

Lot 2- WRITING INSTRUMENTS

**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 of item offered, if any
1	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs		
2	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs		
3	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs		
4	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bx		
5	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 btcls, Blue: 3 btcls, Red: 2 btcls		
6	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 btcls, Blue: 4 btcls, Red: 3 btcls		
7	Marker, Ink Refill, Permanent, 50ml , with ink dropper: Black		
8	Marker, Highlighter, Fluorescent, 3 assorted colors/set		
9	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box		
10	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs		
11	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs		
12	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs		
13	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs		
14	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs		
15	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box		
16	Pencil Sharpener, Single cutter head, Heavy Duty		
17	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs		
18	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs		
19	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs		
20	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs		
21	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black		
22	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green		

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Technical Specifications

Lot 3- FILING SUPPLIES

**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 of item offered, if any
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	Binding Rings, Plastic, 12mm , 1.2m, (1/2")		
6	Binding Rings, Plastic, 12mm , 1.2m, (1")		
7	Binding Rings, Plastic, 12mm , 1.2m, (2")		
8	Certificate Holder, A4, Black		
9	Clear book, Refillable, Short , 20 sheets, 23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs		
10	Clear book, A4, Fixed, 20 pockets (Black/Blue)		
11	Clear book, A4, Fixed, 40 pockets (Black/Blue)		
12	Clear book, F4, Fixed, 20 pockets (Black/Blue)		
13	Clear book, F4, Fixed, 40 pockets (Black/Blue)		
14	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs		
15	Clipboard, Plastic, Short		
16	Clipboard, Plastic, Long		
17	Data File Box, made of chipboard, with closed ends, 12×24×40cm		
18	Envelope, Documentary, Short , 100pcs/box		
19	Envelope, Documentary, A4 , 100pcs/box		
20	Envelope, Documentary, Legal , 100pcs/box		
21	Envelope, Expanding, Brown, with garter or string, Short, 25pcs/box		
22	Envelope, Expanding, Brown, with garter or string, Long, 25pcs/box		
23	Envelope, Expanding, Brown, with garter or string, Long, 100pcs/box		
24	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long		
25	Envelope, Expanding, Plastic, with push lock, Colored, Long, Clear		
26	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short		
27	Expanding Envelope, with string , Plastic, Colored, Legal		
28	Envelope, Plastic, Brown, Short , 25pcs/pack		
29	Envelope, Plastic, Brown, Long , 25pcs/pack		
30	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack		
31	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box		
32	Envelope, Plastic, Transparent, Ordinary, Long, 25pcs/pack		

33	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box		
34	Envelope, Mailing, White, Short, 500pcs/box		
35	Envelope, Mailing, White, Long, 500pcs/box		
36	Envelope, Mailing, with window, No. 10, White, 50pcs/pack		
37	Expanding File Folder Organizer, Long, with at least 12 pockets		
38	Fastener, Metal, 7cm, Silver, 50 sets/box		
39	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box		
40	Fastener, Plastic, 8½" long, 7cm, 50 sets/box		
41	File Tray, 2 Layers, Metal, Black		
42	File Tray, 3 Layers, Metal, Black		
43	File Tray, 3 Layers, Plastic		
44	Folder with Tab, Short, White, 100pcs/pack		
45	Folder with Tab, Legal, White, 100pcs/pack		
46	Folder with Tab, Short, Brown, 100pcs/pack		
47	Folder with Tab, Long, Brown, 100pcs/pack		
48	Folder, Plastic, L-Type, Short, Orange		
49	Folder, Plastic, L-type, Long, Yellow		
50	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion		
51	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box, Green: 31 bxs, White: 5 bxs, Red: 6 bxs		
52	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs		
53	File Folder, 2 holes, 215.9x330.2mm		
54	Lever Arch File with Ring Binder, Long, 3", 7cm		
55	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		
56	Paper Binding Cover (Long) 100pcs/pack, 216mmx330mmx200microns, Any color		
57	Storage Box with Lid, made of chipboard, Legal, Black		
58	Ring Binder, Long, 2.5", White		

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Technical Specifications

Lot 4- GENERAL SUPPLIES

**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 of item offered, if any
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		
3	Scientific Calculator, 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, 12ml, Finepoint, Metal Clip		
9	Correction Tape, White, 10m x 5mm		
10	Correction Tape, White, 8m x 5mm		
11	Cutter, Heavy Duty, 18mm (L500)		
12	Cutter Blade, Refill, 9mm, 10pcs		
13	Cutter Blade, Refill, 18mm, 10pcs		
14	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		
15	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		
16	Dater Stamp with received, 35x5mm imprint size		
17	Dater Stamp, 35x5mm imprint size		
18	Double Sided Tape, 1/2 inch, 10m		
19	Double Sided Tape, 3/4 inch, 10m		
20	Double Sided Tape, 1 inch, 10m		
21	Double Sided Foam Tape Green, 1"X10m		
22	Duct Tape, Gray, 48mm x 20m		
23	Duct Tape, Black, 48mm x 30m		
24	Eraser, felt for whiteboard, 125x45x19mm		
25	Eraser, plastic/rubber, 30pcs/box		
26	Office Paste, white, easy to use with plastic flat spoon, 200grams		
27	Glue All purpose, Quick Dry, 100gms		
28	Glue All purpose, Quick Dry, 130gms		
29	Glue All purpose, Quick Dry, 240gms		
30	Glue Gun, Big, 12mm		
31	Glue Stick, Big, 12mm, 4 pcs/pack		
32	Glue Stick, Small, 6pcs/pack		
33	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		
34	Guntacker Wire, 3/8", 1000pcs/box		
35	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		
36	Laminating Film, 70mmx100mm, 250 microns, 100s/box		
37	Laminating Roll, 330mm x100m, 125 microns		
38	Laminating Roll, 288 (9")x50x250 micron		
39	Numbering Stamp, 6 digits, 5mm		
40	Numbering Stamp, 10 digits, 5mm		

41	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		
42	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		
43	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in		
44	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		
45	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		
46	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big		
47	Plastic Book Cover, 13.5"x5m		
48	Plastic Table Cover, Thick, 48 inches in width		
49	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns		
50	Puncher, Heavy Duty, two hole guide		
51	Push Pin, Assorted Color, 100pcs/box		
52	Rubber band, 70mm #16, 50gms		
53	Rubber band, 70mm #18, 350gms		
54	Ruler, plastic, 12", 300mmx28mm		
55	Ruler, plastic, 18", 450mmx38mm		
56	Scissors, Symmetrical/ Asymmetrical, 160mm		
57	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs		
58	Stamp pad, felt paper, No. 1		
59	Stamp pad, felt paper, No. 2		
60	Stamp pad, felt paper, No. 3		
61	Staple Wire No. 10, 1000pcs/box		
62	Staple Wire No. 35, 5000pcs.box		
63	Staple wire, Heavy duty, 23/13		
64	Staple Wire, PS-123, 8mm		
65	Staple Wire, PS-123, 13mm		
66	Staple Wire Remover, jaw type		
67	Staple Wire Remover, Plier type; plastic		
68	Staple Wire Remover; Plier type; metal		
69	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity		
70	Stapler Machine HD-50R #35 (with staple remover)		
71	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity		
72	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123		
73	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm		
74	Tape, Dispenser, Heavy Duty, 24mm		
75	Tape, Masking, 24mm (1"), 50m		
76	Tape, Masking, 48mm (2") 50m		
77	Tape, Packaging, 48mm (2"), 50m		
78	Tape, Transparent, 24mm (1"), 50m		
79	Tape, Transparent, 48mm (2"), 50m		
80	Thumb Tacks, No. 33, Gold		
81	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black		
82	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2		

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

***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.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, 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.: 042-10-2024-GOODS-PB-R1
Supply & Delivery of Various Office Supplies
General Services Office, 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.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Schedule of Requirements

Lot 1- PAPER SUPPLIES

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Adding Machine Ink Ribbon, Black & Red	16	spools
2	Adding Machine Tape, 44mm	36	rolls
3	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack	3	pack
4	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs	33	box
5	Cartolina, assorted colors	62	piece
6	Cartolina, assorted colors, 10pcs/pack	18	pack
7	Certificate Paper, 200gsm, A4, 10pcs/pack, White	208	pack
8	Certificate Paper, 200gsm, Legal, 10pcs/pack, White	149	pack
9	Certificate Paper, 200gsm, Short, 10pcs/pack, White	78	pack
10	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms	22	ream
11	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted	18	ream
12	Columnar Notebook, 24 columns	11	book
13	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	12	box
14	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack	265	pack
15	Illustration Board 1/8	33	piece
16	Index Card, 5x8in , 100 cards/pack	10	pack
17	Notebook, Steno, Spiral, 150x225mm, 60 leaves	62	piece
18	Sticky Note, 2x3 , neon color, 100sh/pad	167	pad
19	Sticky Note, 3x3 , neon color, 100sh/pad	117	pad
20	Sticky Note, 3x4 , neon color, 100sh/pad	79	pad
21	Sticky Note Page Marker, 12 x 44mm , 5 colors	65	pack
22	Ruled Pad Paper, Yellow , 90leaves	35	pad
23	Ruled, Pad Paper, White , 90leaves	2	pad
24	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm	28	pack
25	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm	291	pack
26	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm	25	pack
27	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm	59	pack
28	Record Book 150 pages, 214x278mm	11	piece
29	Record Book, 200 pages, 280x170mm	78	piece
30	Record Book, 300 pages, 280x170mm	146	piece
31	Record Book, 500 pages, 280x170mm	107	piece
32	Record Book, 300 pages, 214x278mm	221	piece
33	Record Book, 500 pages, 214x278mm	189	piece
34	Reimbursement Expense Receipt (RER Form)	27	pad
35	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue: 4 pcks, White: 4 pcks, Beige: 20 pcks	28	pack
36	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream: 48 rms, White: 28 rms	76	ream
37	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White: 47 pcks, Beige: 65 pcks, Creamy White: 8 pcks	120	pack
38	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White: 69 pcks, Beige: 24 pcks	93	pack
39	Specialty Board Paper, 200gsm, Long , 10sheets/pack, Pink Color	16	pack
40	Specialty Board Paper, 200gsm, Long , 100pcs/ream, White: 95 pcks, Cream: 8 pcks	103	ream
41	Specialty Board Paper, 200gsm, Short , 100pcs/ream, White Color	41	ream

42	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy	162	pack
43	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte	271	pack
44	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm	8	pad
45	Stick On Note - 5 in 1 color (Arrow - Sign here)	20	pad
46	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue	2	pack
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Procuring Entity: City Government of Tabaco City
 Contract ID No.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Schedule of Requirements

Lot 2- WRITING INSTRUMENTS

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs	234	box
2	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs	553	box
3	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs	188	box
4	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bxs	119	box
5	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 btls, Blue: 3 btls, Red: 2 btls	22	bottle
6	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 btls, Blue: 4 btls, Red: 3 btls	55	bottle
7	Marker, Ink Refill, Permanent, 50ml , with ink dropper: Black	1	bottle
8	Marker, Highlighter, Fluorescent, 3 assorted colors/set	173	set
9	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box	1	box
10	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs	4	piece
11	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs	69	box
12	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs	72	box
13	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs	23	box
14	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs	62	box
15	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box	222	box
16	Pencil Sharpener, Single cutter head, Heavy Duty	39	piece
17	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs	851	box
18	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs	205	box
19	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs	50	box
20	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs	110	piece
21	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black	90	piece
22	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green	17	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

 Name of the Company/Bidder

 Signature over Printer Name of
 Authorized Representative

 Date

Schedule of Requirements

Lot 3- FILING SUPPLIES

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black	7	box
2	Binding Rings, Plastic, 6mm (1/4") , Black	85	piece
3	Binding Rings, Plastic, 8mm (5/16") , Black	85	piece
4	Binding Rings, Plastic, 10mm (3/8") , Black	85	piece
5	Binding Rings, Plastic, 12mm , 1.2m, (1/2")	8	piece
6	Binding Rings, Plastic, 12mm , 1.2m, (1")	8	piece
7	Binding Rings, Plastic, 12mm , 1.2m, (2")	8	piece
8	Certificate Holder, A4, Black	59	piece
9	Clear book, Refillable, Short , 20 sheets, 23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs	6	piece
10	Clear book, A4, Fixed, 20 pockets (Black/Blue)	3	piece
11	Clear book, A4, Fixed, 40 pockets (Black/Blue)	6	piece
12	Clear book, F4, Fixed, 20 pockets (Black/Blue)	9	piece
13	Clear book, F4, Fixed, 40 pockets (Black/Blue)	10	piece
14	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs	29	piece
15	Clipboard, Plastic, Short	6	piece
16	Clipboard, Plastic, Long	19	piece
17	Data File Box, made of chipboard, with closed ends, 12×24×40cm	226	piece
18	Envelope, Documentary, Short , 100pcs/box	39	box
19	Envelope, Documentary, A4 , 100pcs/box	9	box
20	Envelope, Documentary, Legal , 100pcs/box	72	box
21	Envelope, Expanding, Brown, with garter or string, Short, 25pcs/box	13	box
22	Envelope, Expanding, Brown, with garter or string, Long, 25pcs/box	35	box
23	Envelope, Expanding, Brown, with garter or string, Long, 100pcs/box	47	box
24	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long	12	piece
25	Envelope, Expanding, Plastic, with push lock, Colored, Long, Clear	2	piece
26	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short	3	piece
27	Expanding Envelope, with string , Plastic, Colored, Legal	21	piece
28	Envelope, Plastic, Brown, Short , 25pcs/pack	2	pack
29	Envelope, Plastic, Brown, Long , 25pcs/pack	29	pack
30	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack	7	pack
31	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box	1	box
32	Envelope, Plastic, Transparent, Ordinary, Long, 25pcs/pack	29	pack
33	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box	11	box
34	Envelope, Mailing, White, Short , 500pcs/box	30	box
35	Envelope, Mailing, White, Long , 500pcs/box	42	box
36	Envelope, Mailing, with window, No. 10, White, 50pcs/pack	6	pack
37	Expanding File Folder Organizer, Long, with at least 12 pockets	46	piece
38	Fastener, Metal, 7cm, Silver, 50 sets/box	264	box
39	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box	289	box
40	Fastener, Plastic, 8½" long, 7cm, 50 sets/box	27	box
41	File Tray, 2 Layers, Metal, Black	4	piece
42	File Tray, 3 Layers, Metal, Black	28	piece
43	File Tray, 3 Layers, Plastic	9	piece
44	Folder with Tab, Short, White, 100pcs/pack	50	pack
45	Folder with Tab, Legal, White, 100pcs/pack	162	pack
46	Folder with Tab, Short, Brown, 100pcs/pack	4	pack
47	Folder with Tab, Long, Brown, 100pcs/pack	12	pack

48	Folder, Plastic, L-Type, Short, Orange	41	piece
49	Folder, Plastic, L-type, Long, Yellow	42	piece
50	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion	148	piece
51	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box , Green: 31 bxs, White: 5 bxs, Red: 6 bxs	42	box
52	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs	500	piece
53	File Folder, 2 holes, 215.9x330.2mm	5	piece
54	Lever Arch File with Ring Binder, Long, 3", 7cm	6	piece
55	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black	23	piece
56	Paper Binding Cover (Long) 100pcs/pack, 216mmx330mmx200microns, Any color	1	pack
57	Storage Box with Lid, made of chipboard, Legal, Black	3	piece
58	Ring Binder, Long, 2.5", White	8	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Procuring Entity: City Government of Tabaco City
 Contract ID No.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Schedule of Requirements

Lot 4- GENERAL SUPPLIES

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

<u>Item No.</u>	<u>Description</u>	<u>QTY</u>	<u>UOM</u>
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation	78	unit
2	Calculator, Desktop, 8 digits, with Mark Up Calculation	26	unit
3	Scientific Calculator, 9 variables and Comes with slide-on hard case	3	piece
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box	213	box
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box	267	box
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box	357	box
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box	299	box
8	Correction Pen, 12ml, Finepoint, Metal Clip	15	piece
9	Correction Tape, White, 10m x 5mm	1667	piece
10	Correction Tape, White, 8m x 5mm	590	piece
11	Cutter, Heavy Duty, 18mm (L500)	69	piece
12	Cutter Blade, Refill, 9mm, 10pcs	19	box
13	Cutter Blade, Refill, 18mm, 10pcs	36	box
14	Cutter Knife with Lock, Small, 9mm, 0.5x4x18cm	24	piece
15	Cutter Knife with Lock, Big, 18mm, 2x5x20cm	45	piece
16	Dater Stamp with received, 35x5mm imprint size	36	piece
17	Dater Stamp, 35x5mm imprint size	27	piece
18	Double Sided Tape, 1/2 inch, 10m	35	rolls
19	Double Sided Tape, 3/4 inch, 10m	29	rolls
20	Double Sided Tape, 1 inch, 10m	180	rolls
21	Double Sided Foam Tape Green, 1"X10m	26	rolls
22	Duct Tape, Gray, 48mm x 20m	43	rolls
23	Duct Tape, Black, 48mm x 30m	27	rolls
24	Eraser, felt for whiteboard, 125x45x19mm	7	piece
25	Eraser, plastic/rubber, 30pcs/box	20	box
26	Office Paste, white, easy to use with plastic flat spoon, 200grams	10	jars
27	Glue All purpose, Quick Dry, 100gms	61	jars
28	Glue All purpose, Quick Dry, 130gms	68	jars
29	Glue All purpose, Quick Dry, 240gms	214	jars
30	Glue Gun, Big, 12mm	16	piece
31	Glue Stick, Big, 12mm, 4 pcs/pack	64	per pack
32	Glue Stick, Small, 6pcs/pack	1	per pack
33	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm	10	unit
34	Guntacker Wire, 3/8", 1000pcs/box	4	box
35	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm	10	box
36	Laminating Film, 70mmx100mm, 250 microns, 100s/box	16	box
37	Laminating Roll, 330mm x100m, 125 microns	12	rolls
38	Laminating Roll, 288 (9")x50x250 micron	4	roll
39	Numbering Stamp, 6 digits, 5mm	2	piece
40	Numbering Stamp, 10 digits, 5mm	3	piece
41	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	495	box
42	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	597	box
43	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in	7	pack
44	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood	5	piece
45	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood	2	piece
46	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big	1	unit
47	Plastic Book Cover, 13.5"x5m	8	rolls
48	Plastic Table Cover, Thick, 48 inches in width	29	yard

49	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns	1	pack
50	Puncher, Heavy Duty, two hole guide	39	piece
51	Push Pin, Assorted Color, 100pcs/box	30	box
52	Rubber band, 70mm #16, 50gms	102	box
53	Rubber band, 70mm #18, 350gms	74	box
54	Ruler, plastic, 12", 300mmx28mm	42	piece
55	Ruler, plastic, 18", 450mmx38mm	27	piece
56	Scissors, Symmetrical/ Asymmetrical, 160mm	164	piece
57	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs	601	piece
58	Stamp pad, felt paper, No. 1	8	piece
59	Stamp pad, felt paper, No. 2	142	piece
60	Stamp pad, felt paper, No. 3	27	piece
61	Staple Wire No. 10, 1000pcs/box	2	box
62	Staple Wire No. 35, 5000pcs.box	807	box
63	Staple wire, Heavy duty, 23/13	25	box
64	Staple Wire, PS-123, 8mm	16	box
65	Staple Wire, PS-123, 13mm	5	box
66	Staple Wire Remover, jaw type	39	piece
67	Staple Wire Remover, Plier type; plastic	5	piece
68	Staple Wire Remover; Plier type; metal	48	piece
69	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity	164	unit
70	Stapler Machine HD-50R #35 (with staple remover)	20	piece
71	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity	5	piece
72	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123	1	piece
73	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm	9	unit
74	Tape, Dispenser, Heavy Duty, 24mm	40	unit
75	Tape, Masking, 24mm (1"), 50m	253	rolls
76	Tape, Masking, 48mm (2") 50m	246	rolls
77	Tape, Packaging, 48mm (2"), 50m	233	rolls
78	Tape, Transparent, 24mm (1"), 50m	460	rolls
79	Tape, Transparent, 48mm (2"), 50m	319	rolls
80	Thumb Tacks, No. 33, Gold	16	box
81	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black	36	spools
82	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2	6	piece
II.	Delivery Period: 20 Calendar Days from Receipt of the Notice to Proceed. Deliver Place: General Services Office (GSO), Tabaco City		

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

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Technical Specifications

Lot 1- PAPER SUPPLIES

**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 of item offered, if any
1	Adding Machine Ink Ribbon, Black & Red		
2	Adding Machine Tape, 44mm		
3	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack		
4	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs		
5	Cartolina, assorted colors		
6	Cartolina, assorted colors, 10pcs/pack		
7	Certificate Paper, 200gsm, A4, 10pcs/pack, White		
8	Certificate Paper, 200gsm, Legal, 10pcs/pack, White		
9	Certificate Paper, 200gsm, Short, 10pcs/pack, White		
10	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms		
11	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted		
12	Columnar Notebook, 24 columns		
13	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		
14	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack		
15	Illustration Board 1/8		
16	Index Card, 5x8in , 100 cards/pack		
17	Notebook, Steno, Spiral, 150x225mm, 60 leaves		
18	Sticky Note, 2x3 , neon color, 100sh/pad		
19	Sticky Note, 3x3 , neon color, 100sh/pad		
20	Sticky Note, 3x4 , neon color, 100sh/pad		
21	Sticky Note Page Marker, 12 x 44mm , 5 colors		
22	Ruled Pad Paper, Yellow , 90leaves		
23	Ruled, Pad Paper, White , 90leaves		
24	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm		
25	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm		
26	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm		
27	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm		
28	Record Book 150 pages, 214x278mm		
29	Record Book, 200 pages, 280x170mm		
30	Record Book, 300 pages, 280x170mm		
31	Record Book, 500 pages, 280x170mm		
32	Record Book, 300 pages, 214x278mm		
33	Record Book, 500 pages, 214x278mm		
34	Reimbursement Expense Receipt (RER Form)		
35	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue: 4 pcks, White: 4 pcks, Beige: 20 pcks		
36	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream: 48 rms, White: 28 rms		

37	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White: 47 pcks, Beige: 65 pcks, Creamy White: 8 pcks		
38	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White: 69 pcks, Beige: 24 pcks		
39	Specialty Board Paper, 200gsm, Long, 10sheets/pack, Pink Color		
40	Specialty Board Paper, 200gsm, Long, 100pcs/ream, White: 95 pcks, Cream: 8 pcks		
41	Specialty Board Paper, 200gsm, Short, 100pcs/ream, White Color		
42	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy		
43	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte		
44	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm		
45	Stick On Note - 5 in 1 color (Arrow - Sign here)		
46	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue		

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Technical Specifications

Lot 2- WRITING INSTRUMENTS

**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 of item offered, if any
1	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs		
2	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs		
3	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs		
4	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bx		
5	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 bttls, Blue: 3 bttls, Red: 2 bttls		
6	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 bttls, Blue: 4 bttls, Red: 3 bttls		
7	Marker, Ink Refill, Permanent, 50ml , with ink dropper: Black		
8	Marker, Highlighter, Fluorescent, 3 assorted colors/set		
9	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box		
10	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs		
11	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs		
12	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs		
13	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs		
14	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs		
15	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box		
16	Pencil Sharpener, Single cutter head, Heavy Duty		
17	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs		
18	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs		
19	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs		
20	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs		
21	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black		
22	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green		

Name of the Company/Bidder

**Signature over Printer Name of
Authorized Representative**

Date

Technical Specifications

Lot 3- FILING SUPPLIES

**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 of item offered, if any
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	Binding Rings, Plastic, 12mm , 1.2m, (1/2")		
6	Binding Rings, Plastic, 12mm , 1.2m, (1")		
7	Binding Rings, Plastic, 12mm , 1.2m, (2")		
8	Certificate Holder, A4, Black		
9	Clear book, Refillable, Short , 20 sheets,23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs		
10	Clear book, A4, Fixed, 20 pockets (Black/Blue)		
11	Clear book, A4, Fixed, 40 pockets (Black/Blue)		
12	Clear book, F4, Fixed, 20 pockets (Black/Blue)		
13	Clear book, F4, Fixed, 40 pockets (Black/Blue)		
14	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs		
15	Clipboard, Plastic, Short		
16	Clipboard, Plastic, Long		
17	Data File Box, made of chipboard, with closed ends, 12×24×40cm		
18	Envelope, Documentary, Short , 100pcs/box		
19	Envelope, Documentary, A4 , 100pcs/box		
20	Envelope, Documentary, Legal , 100pcs/box		
21	Envelope, Expanding, Brown, with garter or string, Short, 25pcs/box		
22	Envelope, Expanding, Brown, with garter or string, Long, 25pcs/box		
23	Envelope, Expanding, Brown, with garter or string, Long, 100pcs/box		
24	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long		
25	Envelope, Expanding, Plastic, with push lock, Colored, Long, Clear		
26	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short		
27	Expanding Envelope, with string , Plastic, Colored, Legal		
28	Envelope, Plastic, Brown, Short , 25pcs/pack		
29	Envelope, Plastic, Brown, Long , 25pcs/pack		
30	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack		
31	Envelope, Plastic, Transparent, Ordinary, Short, 100pcs/box		
32	Envelope, Plastic, Transparent, Ordinary, Long, 25pcs/pack		
33	Envelope, Plastic, Transparent, Ordinary, Long, 100pcs/box		

34	Envelope, Mailing, White, Short , 500pcs/box		
35	Envelope, Mailing, White, Long , 500pcs/box		
36	Envelope, Mailing, with window, No. 10, White, 50pcs/pack		
37	Expanding File Folder Organizer, Long, with at least 12 pockets		
38	Fastener, Metal, 7cm, Silver, 50 sets/box		
39	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box		
40	Fastener, Plastic, 8½" long, 7cm, 50 sets/box		
41	File Tray, 2 Layers, Metal, Black		
42	File Tray, 3 Layers, Metal, Black		
43	File Tray, 3 Layers, Plastic		
44	Folder with Tab, Short, White, 100pcs/pack		
45	Folder with Tab, Legal, White, 100pcs/pack		
46	Folder with Tab, Short, Brown, 100pcs/pack		
47	Folder with Tab, Long, Brown, 100pcs/pack		
48	Folder, Plastic, L-Type, Short, Orange		
49	Folder, Plastic, L-type, Long, Yellow		
50	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion		
51	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box, Green: 31 bxs, White: 5 bxs, Red: 6 bxs		
52	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs		
53	File Folder, 2 holes, 215.9x330.2mm		
54	Lever Arch File with Ring Binder, Long, 3", 7cm		
55	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		
56	Paper Binding Cover (Long) 100pcs/pack, 216mmx330mmx200microns, Any color		
57	Storage Box with Lid, made of chipboard, Legal, Black		
58	Ring Binder, Long, 2.5", White		

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

Technical Specifications

Lot 4- GENERAL SUPPLIES

**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 of item offered, if any
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		
3	Scientific Calculator, 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, 12ml, Fineline, Metal Clip		
9	Correction Tape, White, 10m x 5mm		
10	Correction Tape, White, 8m x 5mm		
11	Cutter, Heavy Duty, 18mm (L500)		
12	Cutter Blade, Refill, 9mm, 10pcs		
13	Cutter Blade, Refill, 18mm, 10pcs		
14	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		
15	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		
16	Dater Stamp with received, 35x5mm imprint size		
17	Dater Stamp, 35x5mm imprint size		
18	Double Sided Tape, 1/2 inch, 10m		
19	Double Sided Tape, 3/4 inch, 10m		
20	Double Sided Tape, 1 inch, 10m		
21	Double Sided Foam Tape Green, 1"X10m		
22	Duct Tape, Gray, 48mm x 20m		
23	Duct Tape, Black, 48mm x 30m		
24	Eraser, felt for whiteboard, 125x45x19mm		
25	Eraser, plastic/rubber, 30pcs/box		
26	Office Paste, white, easy to use with plastic flat spoon, 200grams		
27	Glue All purpose, Quick Dry, 100gms		
28	Glue All purpose, Quick Dry, 130gms		
29	Glue All purpose, Quick Dry, 240gms		
30	Glue Gun, Big, 12mm		
31	Glue Stick, Big, 12mm, 4 pcs/pack		
32	Glue Stick, Small, 6pcs/pack		
33	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		
34	Guntacker Wire, 3/8", 1000pcs/box		
35	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		
36	Laminating Film, 70mmx100mm, 250 microns, 100s/box		
37	Laminating Roll, 330mm x100m, 125 microns		
38	Laminating Roll, 288 (9")x50x250 micron		
39	Numbering Stamp, 6 digits, 5mm		
40	Numbering Stamp, 10 digits, 5mm		
41	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		

42	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		
43	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in		
44	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		
45	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		
46	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big		
47	Plastic Book Cover, 13.5"x5m		
48	Plastic Table Cover, Thick, 48 inches in width		
49	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns		
50	Puncher, Heavy Duty, two hole guide		
51	Push Pin, Assorted Color, 100pcs/box		
52	Rubber band, 70mm #16, 50gms		
53	Rubber band, 70mm #18, 350gms		
54	Ruler, plastic, 12", 300mmx28mm		
55	Ruler, plastic, 18", 450mmx38mm		
56	Scissors, Symmetrical/ Asymmetrical, 160mm		
57	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs		
58	Stamp pad, felt paper, No. 1		
59	Stamp pad, felt paper, No. 2		
60	Stamp pad, felt paper, No. 3		
61	Staple Wire No. 10, 1000pcs/box		
62	Staple Wire No. 35, 5000pcs.box		
63	Staple wire, Heavy duty, 23/13		
64	Staple Wire, PS-123, 8mm		
65	Staple Wire, PS-123, 13mm		
66	Staple Wire Remover, jaw type		
67	Staple Wire Remover, Plier type; plastic		
68	Staple Wire Remover; Plier type; metal		
69	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity		
70	Stapler Machine HD-50R #35 (with staple remover)		
71	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity		
72	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123		
73	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm		
74	Tape, Dispenser, Heavy Duty, 24mm		
75	Tape, Masking, 24mm (1"), 50m		
76	Tape, Masking, 48mm (2") 50m		
77	Tape, Packaging, 48mm (2"), 50m		
78	Tape, Transparent, 24mm (1"), 50m		
79	Tape, Transparent, 48mm (2"), 50m		
80	Thumb Tacks, No. 33, Gold		
81	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black		
82	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2		

Name of the Company/Bidder

Signature over Printer Name of
Authorized Representative

Date

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.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, 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 2023
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

Committed Line of Credit from a Universal or Commercial Bank, which is at least 10% of the ABC to bid, in lieu of NFCC Computation.

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 Committed Line of Credit from a Universal or Commercial Bank.

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. 042-10-2024-GOODS-PB-R1 (Lot No. ____)

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 goods*, 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.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Price Schedule for Goods Offered from Within the Philippines

Lot 1-PAPER SUPPLIES

Name of Bidder _____

Project ID No. 042-10-2024-GOODS-PB-R1

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)
1	Adding Machine Ink Ribbon, Black & Red		16 spools						
2	Adding Machine Tape, 44mm		36 rolls						
3	Carbon Paper Film, Legal, Black, 10pcs/pack, Black: 2 packs, Blue: 1 pack		3 pack						
4	Carbon Paper Film, Legal, 100 pcs/box, Black: 16 bxs, Blue: 17 bxs		33 box						
5	Cartolina, assorted colors		62 piece						
6	Cartolina, assorted colors, 10pcs/pack		18 pack						
7	Certificate Paper, 200gsm, A4, 10pcs/pack, White		208 pack						
8	Certificate Paper, 200gsm, Legal, 10pcs/pack, White		149 pack						
9	Certificate Paper, 200gsm, Short, 10pcs/pack, White		78 pack						

10	Colored Paper, Legal, 80gsm, 250sheets/ream, Assorted: 17 rms, Fuschia Pink: 5 rms		22 ream						
11	Colored Paper, Short , 80gsm, 250sheets/ream, Assorted		18 ream						
12	Columnar Notebook, 24 columns		11 book						
13	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		12 box						
14	Daily Time Record (for JO Personnel), Form 48 , 500pcs/pack		265 pack						
15	Illustration Board 1/8		33 piece						
16	Index Card, 5x8in , 100 cards/pack		10 pack						
17	Notebook, Steno, Spiral, 150x225mm, 60 leaves		62 piece						
18	Sticky Note, 2x3 , neon color, 100sh/pad		167 pad						
19	Sticky Note, 3x3 , neon color, 100sh/pad		117 pad						
20	Sticky Note, 3x4 , neon color, 100sh/pad		79 pad						
21	Sticky Note Page Marker, 12 x 44mm , 5 colors		65 pack						
22	Ruled Pad Paper, Yellow , 90leaves		35 pad						
23	Ruled, Pad Paper, White , 90leaves		2 pad						
24	Photopaper, A4 , Glossy, 10sheets/pack, 180gsm		28 pack						
25	Photopaper, A4 , Glossy, 10sheets/pack, 230gsm		291 pack						
26	Photopaper, Legal , Glossy, 10pcs/pack, 180gsm		25 pack						
27	Photopaper, Legal , Glossy, 10pcs/pack, 230gsm		59 pack						
28	Record Book 150 pages, 214x278mm		11 piece						

29	Record Book, 200 pages, 280x170mm		78 piece						
30	Record Book, 300 pages, 280x170mm		146 piece						
31	Record Book, 500 pages, 280x170mm		107 piece						
32	Record Book, 300 pages, 214x278mm		221 piece						
33	Record Book, 500 pages, 214x278mm		189 piece						
34	Reimbursement Expense Receipt (RER Form)		27 pad						
35	Specialty Board Paper, 220gsm, Long , 10 sheets/pack, Sky Blue: 4 pcks, White: 4 pcks, Beige: 20 pcks		28 pack						
36	Specialty Board Paper, 220gsm, Short , 100pcs/pack, Pale Cream: 48 rms, White: 28 rms		76 ream						
37	Specialty Board Paper, 200gsm, A4 , 10sheets/pack, White: 47 pcks, Beige: 65 pcks, Creamy White: 8 pcks		120 pack						
38	Specialty Board Paper, 200gsm, Short , 10sheets/pack, White: 69 pcks, Beige: 24 pcks		93 pack						
39	Specialty Board Paper, 200gsm, Long, 10sheets/pack, Pink Color		16 pack						
40	Specialty Board Paper, 200gsm, Long, 100pcs/ream, White: 95 pcks, Cream: 8 pcks		103 ream						
41	Specialty Board Paper, 200gsm, Short, 100pcs/ream, White Color		41 ream						
42	Sticker Paper, 80gsm, A4, 10sheets/pack, Glossy		162 pack						
43	Sticker Paper, 80gsm, A4, 10sheets/pack, Matte		271 pack						
44	Self Adhesive Memo Pad Sticky Notes Bookmark Point It Marker Memo Sticker Paper Size: 4.5*1.2cm		8 pad						

45	Stick On Note - 5 in 1 color (Arrow - Sign here)		20 pad						
46	Morocco Board, Short, 8x11" , 230 gsm,100pcs/pack, Blue		2 pack						
									TOTAL

Name: _____

Legal Capacity: _____

Signature: _____

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

Procuring Entity: City Government of Tabaco City
 Contract ID No.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Price Schedule for Goods Offered from Within the Philippines

Lot 2-WRITING INSTRUMENTS

Name of Bidder _____

Project ID No. 042-10-2024-GOODS-PB-R1

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)
1	Ballpen, Super Fine Point, 0.5mm, 12pcs/box: Black: 139 bxs, Blue: 65 bxs, Red: 30 bxs		234 box						
2	Ballpen, Ordinary, 0.5mm, 12pcs/box: Black: 387 bxs, Blue: 118 bxs, Red: 48 bxs		553 box						
3	Ballpen, Ordinary, 0.5mm, 50pcs/box: Black: 124 bxs, Blue: 40 bxs, Red: 24 bxs		188 box						
4	Ballpen, Ordinary, 0.7mm, 12pcs/box: Black: 44 bxs, Blue: 74 bxs, Red: 1 bx		119 box						
5	Marker Ink Refill, Whiteboard, 30ml, with ink dropper: Black: 17 btls, Blue: 3 btls, Red: 2 btls		22 bottle						
6	Marker Ink Refill, Permanent, 30ml, with ink dropper: Black: 48 btls, Blue: 4 btls, Red: 3 btls		55 bottle						
7	Marker, Ink Refill, Permanent, 50ml, with ink dropper: Black		1 bottle						

8	Marker, Highlighter, Fluorescent, 3 assorted colors/set		173 set						
9	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green, 10 pcs/box		1 box						
10	Highlighter Pen, w/ 4 hrs Anti-dry out technology, Green: 2 pcs, Pink: 2 pcs		4 piece						
11	Marker, Permanent, Refillable, BROAD TYPE , 12pcs/box: Black: 57 bxs, Blue: 9 bxs, Red: 3 bxs		69 box						
12	Marker, Permanent, Refillable, FINE TYPE , 12pcs/box: Black: 41 bxs, Blue: 17 bxs, Red: 14 bxs		72 box						
13	Marker, Whiteboard, Refillable, BROAD TYPE , 12pcs/box: Black: 20 bxs, Red: 3 bxs		23 box						
14	Marker, Whiteboard, Refillable, FINE TYPE , 12pcs/box: Black: 37 bxs, Blue: 10 bxs, Red: 15 bxs		62 box						
15	Pencil with Soft Eraser, #2, Medium Yellow, 12pcs/box		222 box						
16	Pencil Sharpener, Single cutter head, Heavy Duty		39 piece						
17	Sign Pen, Gel pen, 0.5mm , 12pcs/box: Black: 498 bxs, Blue: 271 bxs, Red: 82 bxs		851 box						
18	Sign Pen, Gel pen, 0.7mm ; 12pcs/box: Black: 88 bxs, Blue: 55 bxs, Red: 2 bxs, Green: 60 bxs		205 box						
19	Sign Pen, Hi-Tech Point Roller ball pen, 0.7mm: Black: 45 pcs, Blue: 5 pcs		50 box						
20	Sign Pen, Gel Roller Pen, 0.5mm: Black: 53 pcs, Blue: 53 pcs, Red: 4 pcs		110 piece						

21	Sign Pen/Drawing Pen, Ultra Fine, 0.8mm , water and fade proof, pigment ink, Black		90 piece						
22	Sign Pen, Gel Ink Rollerball Pen, 0.4mm ultra-fine tip, Green		17 piece						
TOTAL									

Name: _____

Legal Capacity: _____

Signature: _____

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

Procuring Entity: City Government of Tabaco City
 Contract ID No.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Price Schedule for Goods Offered from Within the Philippines

Lot 3-FILING SUPPLIES

Name of Bidder _____

Project ID No. 042-10-2024-GOODS-PB-R1

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)
1	Binding Ring, Plastic, 100/box, 20mm, 23 holes, 150 sheets Capacity, Long, Black		7 box						
2	Binding Rings, Plastic, 6mm (1/4") , Black		85 piece						
3	Binding Rings, Plastic, 8mm (5/16") , Black		85 piece						
4	Binding Rings, Plastic, 10mm (3/8") , Black		85 piece						
5	Binding Rings, Plastic, 12mm , 1.2m, (1/2")		8 piece						
6	Binding Rings, Plastic, 12mm , 1.2m, (1")		8 piece						
7	Binding Rings, Plastic, 12mm , 1.2m, (2")		8 piece						
8	Certificate Holder, A4, Black		59 piece						
9	Clear book, Refillable, Short , 20 sheets, 23 holes, Pink: 2 pcs, Purple: 2 pcs, Black: 2 pcs		6 piece						
10	Clear book, A4, Fixed, 20 pockets (Black/Blue)		3 piece						
11	Clear book, A4, Fixed, 40 pockets (Black/Blue)		6 piece						

12	Clear book, F4, Fixed, 20 pockets (Black/Blue)		9 piece						
13	Clear book, F4, Fixed, 40 pockets (Black/Blue)		10 piece						
14	Clear book, Refillable, Long , 20 sheets, 27 holes, Assorted: 13 pcs, Fuschia Pink: 12 pcs, Purple: 2 pcs, Black: 2 pcs		29 piece						
15	Clipboard, Plastic, Short		6 piece						
16	Clipboard, Plastic, Long		19 piece						
17	Data File Box, made of chipboard, with closed ends, 12×24×40cm		226 piece						
18	Envelope, Documentary, Short , 100pcs/box		39 box						
19	Envelope, Documentary, A4 , 100pcs/box		9 box						
20	Envelope, Documentary, Legal , 100pcs/box		72 box						
21	Envelope, Expanding, Brown, with garter or string, Short, 25pcs/box		13 box						
22	Envelope, Expanding, Brown, with garter or string, Long, 25pcs/box		35 box						
23	Envelope, Expanding, Brown, with garter or string, Long, 100pcs/box		47 box						
24	Envelope, Expanding, Plastic, with push lock and handle, Colored, Long		12 piece						
25	Envelope, Expanding, Plastic, with push lock, Colored, Long, Clear		2 piece						
26	Envelope, Expanding, Plastic, with push lock and handle, Colored, Short		3 piece						
27	Expanding Envelope, with string , Plastic, Colored, Legal		21 piece						

28	Envelope, Plastic, Brown, Short , 25pcs/pack		2 pack						
29	Envelope, Plastic, Brown, Long , 25pcs/pack		29 pack						
30	Envelope, Plastic, Transparent, Ordinary, Short 25pcs/pack		7 pack						
31	Envelope, Plastic, Transparent, Ordinary, Short , 100pcs/box		1 box						
32	Envelope, Plastic, Transparent, Ordinary, Long , 25pcs/pack		29 pack						
33	Envelope, Plastic, Transparent, Ordinary, Long , 100pcs/box		11 box						
34	Envelope, Mailing, White, Short , 500pcs/box		30 box						
35	Envelope, Mailing, White, Long , 500pcs/box		42 box						
36	Envelope, Mailing, with window, No. 10, White, 50pcs/pack		6 pack						
37	Expanding File Folder Organizer, Long, with at least 12 pockets		46 piece						
38	Fastener, Metal, 7cm, Silver, 50 sets/box		264 box						
39	Fastener, Plastic, 7cm, Assorted Colors, 50 sets/box		289 box						
40	Fastener, Plastic, 8½" long, 7cm, 50 sets/box		27 box						
41	File Tray, 2 Layers, Metal, Black		4 piece						
42	File Tray, 3 Layers, Metal, Black		28 piece						
43	File Tray, 3 Layers, Plastic		9 piece						
44	Folder with Tab, Short, White, 100pcs/pack		50 pack						
45	Folder with Tab, Legal, White, 100pcs/pack		162 pack						

46	Folder with Tab, Short, Brown, 100pcs/pack		4 pack						
47	Folder with Tab, Long, Brown, 100pcs/pack		12 pack						
48	Folder, Plastic, L-Type, Short, Orange		41 piece						
49	Folder, Plastic, L-type, Long, Yellow		42 piece						
50	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), US, Green, Long, 39mm expansion		148 piece						
51	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, 100pcs/box, Green: 31 bxs, White: 5 bxs, Red: 6 bxs		42 box						
52	Folder, Pressboard, made of heavy duty paper board (at least 0.40mm thick), Long, 39mm expansion, Green: 75 pcs, Red: 150 pcs, Violet: 100 pcs, Yellow: 75 pcs, Blue: 50 pcs, Orange: 50 pcs		500 piece						
53	File Folder, 2 holes, 215.9x330.2mm		5 piece						
54	Lever Arch File with Ring Binder, Long, 3", 7cm		6 piece						
55	Metal Mesh Office Ballpen Holder and Desk Organizer, Multi-functional, Large Capacity, Black		23 piece						
56	Paper Binding Cover (Long) 100pcs/pack,216mmx330mmx200microns, Any color		1 pack						
57	Storage Box with Lid, made of chipboard, Legal, Black		3 piece						
58	Ring Binder, Long, 2.5", White		8 piece						
TOTAL									

Name: _____

Legal Capacity: _____

Signature: _____

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

Procuring Entity: City Government of Tabaco City
 Contract ID No.: 042-10-2024-GOODS-PB-R1
 Name of the Project: Supply & Delivery of Various Office Supplies
 Location of the Project: General Services Office, Tabaco City

Price Schedule for Goods Offered from Within the Philippines

Lot 4-GENERAL SUPPLIES

Name of Bidder _____

Project ID No. 042-10-2024-GOODS-PB-R1

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)
1	Calculator, Desktop, 12 digits, With Mark Up Calculation and Tax Calculation		78 unit						
2	Calculator, Desktop, 8 digits, with Mark Up Calculation		26 unit						
3	Scientific Calculator, 9 variables and Comes with slide-on hard case		3 piece						
4	Clip Backfold/Binder Clip, 19mm, 12pcs/box		213 box						
5	Clip Backfold/Binder Clip, 25mm, 12pcs/box		267 box						
6	Clip Backfold/Binder Clip, 32mm, 12pcs/box		357 box						
7	Clip Backfold/Binder Clip, 50mm, 12pcs/box		299 box						
8	Correction Pen, 12ml, Finepoint, Metal Clip		15 piece						
9	Correction Tape, White, 10m x 5mm		1667 piece						
10	Correction Tape, White, 8m x 5mm		590 piece						

11	Cutter, Heavy Duty, 18mm (L500)		69	piece					
12	Cutter Blade, Refill, 9mm, 10pcs		19	box					
13	Cutter Blade, Refill, 18mm, 10pcs		36	box					
14	Cutter Knife with Lock, Small, 9mm, 0.5×4×18cm		24	piece					
15	Cutter Knife with Lock, Big, 18mm, 2×5×20cm		45	piece					
16	Dater Stamp with received, 35x5mm imprint size		36	piece					
17	Dater Stamp, 35x5mm imprint size		27	piece					
18	Double Sided Tape, 1/2 inch, 10m		35	rolls					
19	Double Sided Tape, 3/4 inch, 10m		29	rolls					
20	Double Sided Tape, 1 inch, 10m		180	rolls					
21	Double Sided Foam Tape Green, 1"X10m		26	rolls					
22	Duct Tape, Gray, 48mm x 20m		43	rolls					
23	Duct Tape, Black, 48mm x 30m		27	rolls					
24	Eraser, felt for whiteboard, 125x45x19mm		7	piece					
25	Eraser, plastic/rubber, 30pcs/box		20	box					
26	Office Paste, white, easy to use with plastic flat spoon, 200grams		10	jars					
27	Glue All purpose, Quick Dry, 100gms		61	jars					
28	Glue All purpose, Quick Dry, 130gms		68	jars					
29	Glue All purpose, Quick Dry, 240gms		214	jars					
30	Glue Gun, Big, 12mm		16	piece					
31	Glue Stick, Big, 12mm, 4 pcs/pack		64	per pack					

32	Glue Stick, Small, 6pcs/pack		1 per pack						
33	Guntacker, Heavy Duty, R23-1008F, 4-6-8mm		10 unit						
34	Guntacker Wire, 3/8", 1000pcs/box		4 box						
35	Guntacker Wire, 1008F, 4-6-8mm, 10mmx8mm		10 box						
36	Laminating Film, 70mmx100mm, 250 microns, 100s/box		16 box						
37	Laminating Roll, 330mm x100m, 125 microns		12 rolls						
38	Laminating Roll, 288 (9")x50x250 micron		4 roll						
39	Numbering Stamp, 6 digits, 5mm		2 piece						
40	Numbering Stamp, 10 digits, 5mm		3 piece						
41	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box		495 box						
42	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box		597 box						
43	Paper Shredder Lubricant Sheets; 12pcs/pack; Size: about 21*14cm/8.27*5.51in		7 pack						
44	Paper Trimmer, Heavy Duty, 10x12inches (A4) Wood		5 piece						
45	Paper Trimmer, Heavy Duty, 12x18inches (A3) Wood		2 piece						
46	Paper Cutter/Trimmer, Heavy Duty, Metal Base, Big		1 unit						
47	Plastic Book Cover, 13.5"x5m		8 rolls						
48	Plastic Table Cover, Thick, 48 inches in width		29 yard						

49	PVC Cover clear, (Short), 100pcs/pack, 216mmx279mmx300 microns		1 pack						
50	Puncher, Heavy Duty, two hole guide		39 piece						
51	Push Pin, Assorted Color, 100pcs/box		30 box						
52	Rubber band, 70mm #16, 50gms		102 box						
53	Rubber band, 70mm #18, 350gms		74 box						
54	Ruler, plastic, 12", 300mmx28mm		42 piece						
55	Ruler, plastic, 18", 450mmx38mm		27 piece						
56	Scissors, Symmetrical/ Asymmetrical, 160mm		164 piece						
57	Stamp Pad Ink, 30mL, Blue: 241 pcs, Violet: 360 pcs		601 piece						
58	Stamp pad, felt paper, No. 1		8 piece						
59	Stamp pad, felt paper, No. 2		142 piece						
60	Stamp pad, felt paper, No. 3		27 piece						
61	Staple Wire No. 10, 1000pcs/box		2 box						
62	Staple Wire No. 35, 5000pcs.box		807 box						
63	Staple wire, Heavy duty, 23/13		25 box						
64	Staple Wire, PS-123, 8mm		16 box						
65	Staple Wire, PS-123, 13mm		5 box						
66	Staple Wire Remover, jaw type		39 piece						
67	Staple Wire Remover, Plier type; plastic		5 piece						
68	Staple Wire Remover; Plier type; metal		48 piece						

69	Stapler Heavy Duty with Staple Remover #35 , at least 20 sheets capacity		164 unit						
70	Stapler Machine HD-50R #35 (with staple remover)		20 piece						
71	Stapler Machine HD50 #35 (without staple remover), at least 35 sheets capacity		5 piece						
72	Stapler, Heavy Duty Metal Stapler, Staples from 10 up to 120 sheet, with adjustable paper guide locking system, uses 23/6-23/17 staples, PS-123		1 piece						
73	Stapler, Heavy Duty, Binder Type, staple size 13mm & 17mm		9 unit						
74	Tape, Dispenser, Heavy Duty, 24mm		40 unit						
75	Tape, Masking, 24mm (1"), 50m		253 rolls						
76	Tape, Masking, 48mm (2") 50m		246 rolls						
77	Tape, Packaging, 48mm (2"), 50m		233 rolls						
78	Tape, Transparent, 24mm (1"), 50m		460 rolls						
79	Tape, Transparent, 48mm (2"), 50m		319 rolls						
80	Thumb Tacks, No. 33, Gold		16 box						
81	Typewriter Ribbon, for Manual, Dry-Lift off Tape, Black		36 spools						
82	Triangular Scale Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2		6 piece						
TOTAL									

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]

THE FOLLOWING PAGES ARE THE
MARKINGS FOR EACH ENVELOPE:

3 Copies: Original, Copy 1 and Copy 2

*(COPY & PASTE in the envelopes.
Edit ONLY the Name and Address of the Bidder)*

NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

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

ORIGINAL - TECHNICAL COMPONENT

SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____

DO NOT OPEN BEFORE DECEMBER 04, 2024, 9:30AM

NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

ORIGINAL – FINANCIAL COMPONENT

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

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LGU-TABACO CITY

ORIGINAL BID
SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____

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LGU-TABACO CITY**

COPY NO. 1 - TECHNICAL COMPONENT

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
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**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

COPY NO. 1

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

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NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

COPY NO. 2 - TECHNICAL COMPONENT

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

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NAME OF THE CONTRACTOR
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**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

COPY NO. 2 – FINANCIAL COMPONENT

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

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NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

COPY NO. 2

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

DO NOT OPEN BEFORE DECEMBER 04, 2024, 9:30AM

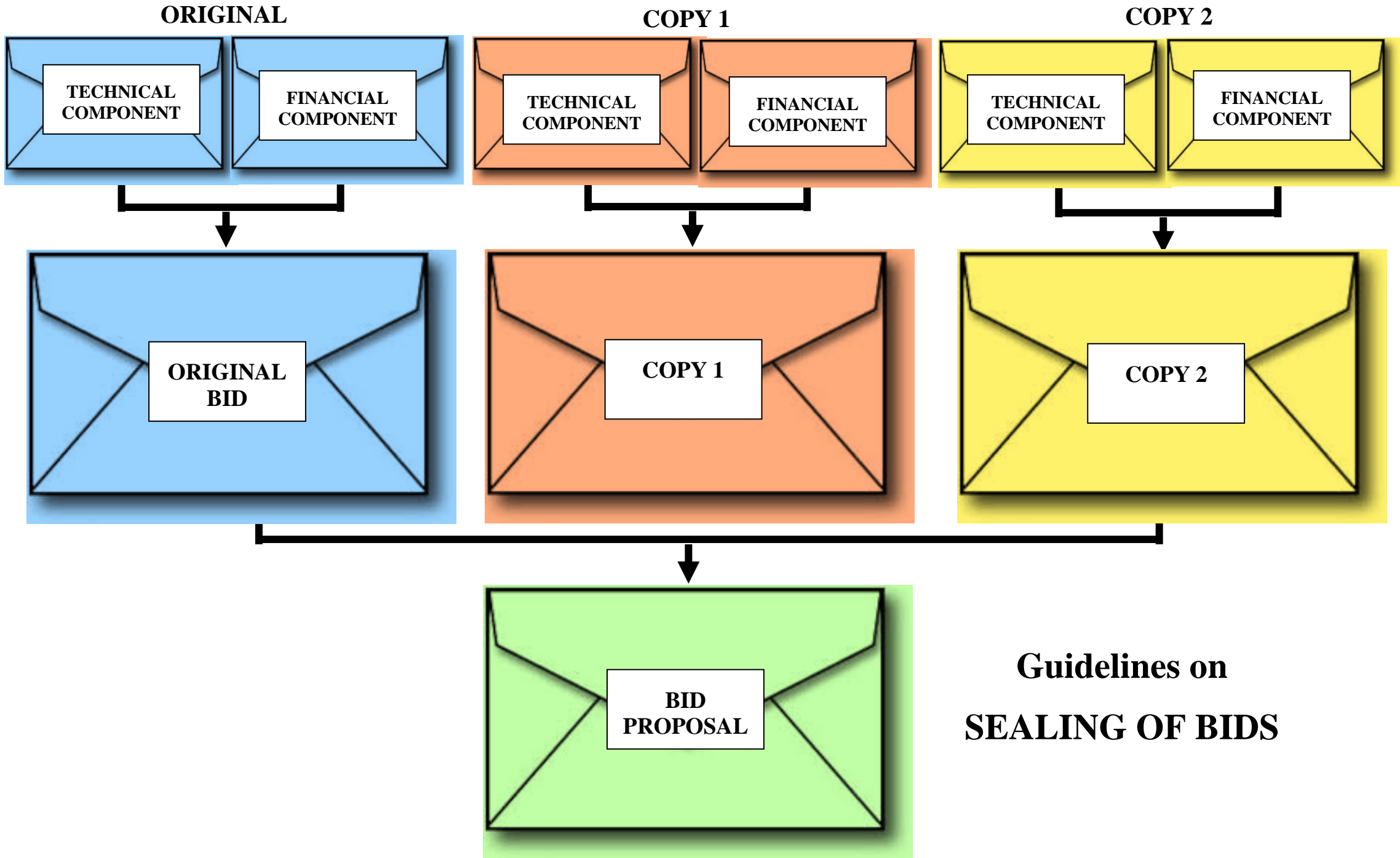
NAME OF THE CONTRACTOR
ADDRESS OF THE CONTRACTOR

**TO: THE BIDS AND AWARDS COMMITTEE
LGU-TABACO CITY**

BID PROPOSAL

**SUPPLY & DELIVERY OF OFFICE SUPPLIES
CITY MAYOR'S OFFICE, TABACO CITY
CONTRACT ID NO. 042-10-2024-GOODS-PB-R1, LOT NO. _____**

DO NOT OPEN BEFORE DECEMBER 04, 2024, 9:30AM



**Guidelines on
SEALING OF BIDS**

