

# **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 WRITING INSTRUMENTS AND PAPER  
SUPPLIES FOR VARIOUS OFFICES  
(EXECUTIVE DEPARTMENTS), GENERAL  
SERVICES OFFICE (GSO), TABACO CITY**

---

**Contract ID No. 026-07-2023-GOODS**

---

**July 19, 2023**

**Sixth Edition  
July 2020**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>7</b>
1. Scope of Bid .....	10
2. Funding Information.....	10
3. Bidding Requirements .....	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	10
5. Eligible Bidders.....	10
6. Origin of Goods .....	11
7. Subcontracts .....	11
8. Pre-Bid Conference .....	11
9. Clarification and Amendment of Bidding Documents .....	11
10. Documents comprising the Bid: Eligibility and Technical Components .....	11
11. Documents comprising the Bid: Financial Component .....	12
12. Bid Prices .....	12
13. Bid and Payment Currencies .....	13
14. Bid Security .....	13
15. Sealing and Marking of Bids .....	13
16. Deadline for Submission of Bids .....	13
17. Opening and Preliminary Examination of Bids .....	13
18. Domestic Preference .....	14
19. Detailed Evaluation and Comparison of Bids .....	14
20. Post-Qualification .....	14
21. Signing of the Contract .....	14
<b>Section III. Bid Data Sheet .....</b>	<b>15</b>
<b>Section IV. General Conditions of Contract.....</b>	<b>19</b>
1. Scope of Contract .....	20
2. Advance Payment and Terms of Payment .....	20
3. Performance Security .....	20
4. Inspection and Tests .....	20
5. Warranty .....	20
6. Liability of the Supplier .....	21
<b>Section V. Special Conditions of Contract .....</b>	<b>22</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>25</b>
<b>Section VII. Technical Specifications .....</b>	<b>29</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>33</b>
<b>Annex A Forms and Templates .....</b>	<b>36</b>

# *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 Writing Instruments and Paper Supplies for Various Offices**  
**(Executive Departments), General Services Office (GSO), Tabaco City**  
**Contract ID No. 026-07-2023-GOODS**

1. The *City Government of Tabaco*, through the *General Fund 2023*, intends to apply the sum of *Seven Hundred Sixty-Three Thousand Three Hundred Fifty Pesos and Fifty Centavos (Php 763,350.50)* being the ABC to payments under the contract for *Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City under Contract ID No. 026-07-2023-GOODS*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *City Government of Tabaco* now invites bids for the above Procurement Project. Delivery of the Goods is required within *twenty-five (25) calendar days from receipt of Notice to Proceed*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the *City Government of Tabaco* and inspect the Bidding Documents at the address given below during office hours, from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on *July 19-27, 2023* from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents*, pursuant to the latest Guidelines issued by the GPPB, in the amount of *One Thousand Pesos (P1,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *9:00AM, July 27, 2023*. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

8. Bid opening shall be on **July 27, 2023, 9:30AM** at the **BAC Conference Room, Mezz Flr., City Legal Office, 2F Annex Bldg., City Hall, Tabaco City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
9. The **City Government of Tabaco** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

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

11. You may visit the following websites:

For downloading of Bidding Documents:

[www.tabacocity.com.ph](http://www.tabacocity.com.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

July 19, 2023

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

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

## 1. Scope of Bid

The Procuring Entity, *City Government of Tabaco* wishes to receive Bids for the *Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City under Contract ID No. 026-07-2023-GOODS.*

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of *Seven Hundred Sixty-Three Thousand Three Hundred Fifty Pesos and Fifty Centavos (Php 763,350.50).*

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

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

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

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

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.*
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that subcontracting is not allowed.

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

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

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

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

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

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

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

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

## **12. Bid Prices**

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

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **November 24, 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

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

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

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

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

- 19.4. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

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

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

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

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

# Bid Data Sheet

ITB Clause																																																																							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. supply and delivery of <i>office supplies</i>;</p> <p style="margin-left: 40px;">b. completed <i>within five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>																																																																						
7.1	<i>Subcontracting is not allowed.</i>																																																																						
12	The price of the Goods shall be quoted DDP <i>Tabaco City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																																						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <b>Php 15,267.01</b> [<i>two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <b>Php 38,167.52</b> [<i>five percent (5%) of ABC</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>The Project shall be awarded as one contract.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;"><u>Item No.</u></th> <th style="width: 8%;"><u>Qty</u></th> <th style="width: 8%;"><u>UOM</u></th> <th style="width: 55%;"><u>Description</u></th> <th style="width: 21%;"><u>Approved Budget per Item</u></th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>A. Writing Instruments:</b></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">871</td> <td style="text-align: center;">piece</td> <td><b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b></td> <td style="text-align: right;">11,323.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">49</td> <td style="text-align: center;">box</td> <td><b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b></td> <td style="text-align: right;">7,448.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1070</td> <td style="text-align: center;">piece</td> <td><b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b></td> <td style="text-align: right;">7,490.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">132</td> <td style="text-align: center;">box</td> <td><b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b></td> <td style="text-align: right;">11,220.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">29</td> <td style="text-align: center;">box</td> <td><b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b></td> <td style="text-align: right;">3,335.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">112</td> <td style="text-align: center;">box</td> <td><b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b></td> <td style="text-align: right;">54,208.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">15</td> <td style="text-align: center;">bottle</td> <td><b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b></td> <td style="text-align: right;">2,430.00</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">17</td> <td style="text-align: center;">bottle</td> <td><b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b></td> <td style="text-align: right;">1,683.00</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">127</td> <td style="text-align: center;">set</td> <td><b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b></td> <td style="text-align: right;">18,415.00</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">62</td> <td style="text-align: center;">piece</td> <td><b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b></td> <td style="text-align: right;">2,046.00</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">2</td> <td style="text-align: center;">box</td> <td><b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b></td> <td style="text-align: right;">1,185.00</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">24</td> <td style="text-align: center;">piece</td> <td><b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b></td> <td style="text-align: right;">1,632.00</td> </tr> </tbody> </table>	<u>Item No.</u>	<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Approved Budget per Item</u>	<b>A. Writing Instruments:</b>					1	871	piece	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>	11,323.00	2	49	box	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>	7,448.00	3	1070	piece	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>	7,490.00	4	132	box	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>	11,220.00	5	29	box	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>	3,335.00	6	112	box	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>	54,208.00	7	15	bottle	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>	2,430.00	8	17	bottle	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>	1,683.00	9	127	set	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>	18,415.00	10	62	piece	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>	2,046.00	11	2	box	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>	1,185.00	12	24	piece	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>	1,632.00
<u>Item No.</u>	<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Approved Budget per Item</u>																																																																			
<b>A. Writing Instruments:</b>																																																																							
1	871	piece	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>	11,323.00																																																																			
2	49	box	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>	7,448.00																																																																			
3	1070	piece	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>	7,490.00																																																																			
4	132	box	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>	11,220.00																																																																			
5	29	box	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>	3,335.00																																																																			
6	112	box	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>	54,208.00																																																																			
7	15	bottle	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>	2,430.00																																																																			
8	17	bottle	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>	1,683.00																																																																			
9	127	set	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>	18,415.00																																																																			
10	62	piece	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>	2,046.00																																																																			
11	2	box	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>	1,185.00																																																																			
12	24	piece	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>	1,632.00																																																																			

13	147	piece	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>	7,203.00
14	41	box	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>	23,862.00
15	87	piece	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>	4,263.00
16	12	box	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>	6,984.00
17	47	piece	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, Black</b>	2,444.00
18	11	box	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>	6,886.00
19	51	piece	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, Black</b>	2,601.00
20	40	piece	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type: 24 pcs Blue and 16 pcs Red</b>	2,360.00
21	16	box	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box, Black</b>	9,760.00
22	2	box	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>	1,406.00
23	214	box	<b>Pencil, Medium #2 with black lead, Color yellow, 12pcs/box</b>	26,322.00
24	22	piece	<b>Pencil Sharpener, Single cutter head, 9-10mm in diameter, heavy duty</b>	8,096.00
25	1254	piece	<b>Sign Pen, Gel pen, 0.5mm: 577pcs Black, 312 pcs Blue, and 365 pcs Red</b>	37,620.00
26	286	box	<b>Sign Pen, Gel pen, 0.5mm, 10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>	94,094.00
27	120	piece	<b>Sign Pen, Gel pen, 0.7mm: 72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>	4,200.00
28	15	box	<b>Sign Pen, Gel pen, 0.7mm; 10pcs/box: 10 box Black and 5 box Blue</b>	4,935.00
29	283	piece	<b>Sign Pen, Hi-Tech Point Rollerball pen, 0.7mm: 268 pcs Black and 15 pcs Blue</b>	19,810.00
30	48	piece	<b>Sign Pen, Gel Roller Pen, Liquid and Gel ink, 0.5mm: 24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>	4,320.00
31	60	piece	<b>Sign Pen/Drawing Pen, water and fade proof, pigment ink, Ultra Fine, 0.8mm, Black</b>	5,400.00
32	150	piece	<b>Sign Pen, G-TEC-C4, 0.4mm ultra-fine tip, Green</b>	11,550.00
<b>Subtotal</b>				<b>406,531.00</b>
<b>B. Paper Supplies:</b>				
1	21	box	Carbon Paper Film, Legal, 100 pcs/box	20,769.00
2	16	piece	Cartolina, assorted colors	160.00
3	29	pack	Cartolina, assorted colors, 10pcs/pack	3,190.00
4	120	pack	Certificate Paper, 200gsm, A4, 10pcs/pack	4,200.00
5	20	pack	Certificate Paper, 200gsm, Long, 10pcs/pack	1,100.00
6	9	pack	Certificate Paper, 200gsm, Short, 10pcs/pack	432.00
7	13	ream	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream	3,562.00

	8	5	ream	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream	1,200.00
	9	14	book	Columnar Notebook,24 columns, 0.5x28x36cm	1,008.00
	10	78	box	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	113,100.00
	11	54	pad	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>	2,754.00
	12	198	pack	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>	26,334.00
	13	25	piece	Illustration Board 1/8	250.00
	14	1	pack	Index Card, 4x6in, 100 cards/pack	30.00
	15	14	pack	Index Card, 5x8in, 100 cards/pack	630.00
	16	3	set	Manila Paper, 10pcs/set	181.50
	17	99	piece	Notebook, Stenographer, 150x225mm, 40 leaves	2,772.00
	18	56	pad	Sticky Note, 2x3, neon color, 100sh/pad	1,344.00
	19	50	pad	Sticky Note, 3x3, neon color, 100sh/pad	1,950.00
	20	23	pad	Sticky Note, 3x4, neon color, 100sh/pad	1,173.00
	21	12	pack	Sticky Note, 2x3, neon color, 100sh/pad, 12pads/pack	3,468.00
	22	27	pack	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack	12,744.00
	23	5	pack	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack	3,090.00
	24	3	pack	Sticky Note Page Marker, 12 x 44mm, 5 colors	240.00
	25	48	pad	Ruled Pad Paper, Yellow, 90leaves	2,208.00
	26	10	pad	Ruled, Pad Paper, White, 90leaves	460.00
	27	25	pack	Photopaper, A4, Glossy, 10sheets/pack, 180gsm	2,750.00
	28	27	pack	Photopaper, A4, Glossy, 10sheets/pack, 230gsm	3,915.00
	29	7	pack	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm	1,050.00
	30	11	pack	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm	3,190.00
	31	24	piece	Record Book 150 pages, 214x278mm	1,680.00
	32	73	piece	Record Book, 200 pages, 280x170mm	5,621.00
	33	186	piece	Record Book, 300 pages, 280x170mm	16,554.00
	34	117	piece	Record Book, 500 pages, 280x170mm	13,572.00
	35	111	piece	Record Book, 300 pages, 214x278mm	25,197.00
	36	146	piece	Record Book, 500 pages, 214x278mm	41,026.00
	37	2	pad	Reimbursement Expense Receipt (RER Form)	100.00
	38	311	pack	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack	16,794.00
	39	95	pack	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack	4,940.00
	40	64	pack	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack	3,136.00
	41	5	ream	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack	1,750.00
	42	5	ream	Specialty Board Paper, 200gsm, Long, 100pcs/pack	1,750.00
	43	99	pack	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack	5,445.00
				<b>Subtotal</b>	<b>356,819.50</b>
				<b>Total</b>	<b>763,350.50</b>
	Bid per item shall not exceed the approved budget per item. Otherwise, bid shall be automatically rejected.				
20.2	Other appropriate licenses and permits:  <i>1. Valid and Current Registration Certificate (SEC, DTI, or CDA, whichever is applicable), all pages</i> <i>2. Valid and Current Mayor's Permit</i> <i>3. Valid Tax Clearance for Bidding Purposes</i> <i>4. Latest Audited Financial Statements stamped received by the BIR or its duly authorized institution</i> <i>5. BIR Registration Certificate</i>				
21.1	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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered at <b>General Services Office (GSO), Tabaco City</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Engr. Roland Garcia, GSO-OIC</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. Any other related services necessary for the completion of the project and indicated in the contract.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions</p>

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

## ***Section VI. Schedule of Requirements***

## Schedule of Requirements

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

Item No.	Description	Quantity		Delivered, Weeks/Months
A.	<b>Writing Instruments:</b>			25 Calendar Days from receipt of NTP  Delivered at General Services Office (GSO), Tabaco City
1	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>	871	piece	
2	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>	49	box	
3	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>	1070	piece	
4	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>	132	box	
5	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>	29	box	
6	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>	112	box	
7	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>	15	bottle	
8	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>	17	bottle	
9	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>	127	set	
10	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>	62	piece	
11	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>	2	box	
12	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>	24	piece	
13	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>	147	piece	
14	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>	41	box	
15	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>	87	piece	
16	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>	12	box	
17	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, Black</b>	47	piece	
18	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>	11	box	
19	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, Black</b>	51	piece	
20	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type: 24 pcs Blue and 16 pcs Red</b>	40	piece	
21	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box, Black</b>	16	box	

22	<b>Marker, Whiteboard</b> , Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>	2	box
23	<b>Pencil</b> , Medium #2 with black lead, Color yellow, <b>12pcs/box</b>	214	box
24	<b>Pencil Sharpener</b> , Single cutter head, 9-10mm in diameter, heavy duty	22	piece
25	<b>Sign Pen</b> , Gel pen, 0.5mm: 577pcs <b>Black, 312 pcs Blue, and 365 pcs Red</b>	1254	piece
26	<b>Sign Pen</b> , Gel pen, 0.5mm, <b>10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>	286	box
27	<b>Sign Pen</b> , Gel pen, 0.7mm: <b>72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>	120	piece
28	Sign Pen, Gel pen, 0.7mm; <b>10pcs/box: 10 box Black and 5 box Blue</b>	15	box
29	Sign Pen, Hi-Tech Point Rollerball pen, 0.7mm: <b>268 pcs Black and 15 pcs Blue</b>	283	piece
30	<b>Sign Pen</b> , Gel Roller Pen, Liquid and Gel ink, 0.5mm: <b>24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>	48	piece
31	<b>Sign Pen/Drawing Pen</b> , water and fade proof, pigment ink, Ultra Fine, <b>0.8mm, Black</b>	60	piece
32	<b>Sign Pen</b> , G-TEC-C4, 0.4mm ultra-fine tip, <b>Green</b>	150	piece
<b>B.</b>	<b>Paper Supplies:</b>		
1	Carbon Paper Film, Legal, 100 pcs/box	21	box
2	Cartolina, assorted colors	16	piece
3	Cartolina, assorted colors, 10pcs/pack	29	pack
4	Certificate Paper, 200gsm, <b>A4</b> , 10pcs/pack	120	pack
5	Certificate Paper, 200gsm, <b>Long</b> , 10pcs/pack	20	pack
6	Certificate Paper, 200gsm, <b>Short</b> , 10pcs/pack	9	pack
7	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream	13	ream
8	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream	5	ream
9	Columnar Notebook, 24 columns, 0.5x28x36cm	14	book
10	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	78	box
11	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>	54	pad
12	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>	198	pack
13	Illustration Board 1/8	25	piece
14	Index Card, 4x6in, 100 cards/pack	1	pack
15	Index Card, 5x8in, 100 cards/pack	14	pack
16	Manila Paper, 10pcs/set	3	set
17	Notebook, Stenographer, 150x225mm, 40 leaves	99	piece
18	Sticky Note, 2x3, neon color, 100sh/pad	56	pad
19	Sticky Note, 3x3, neon color, 100sh/pad	50	pad
20	Sticky Note, 3x4, neon color, 100sh/pad	23	pad
21	Sticky Note, 2x3, neon color, 100sh/pad, 12pads/pack	12	pack
22	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack	27	pack
23	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack	5	pack
24	Sticky Note Page Marker, 12 x 44mm, 5 colors	3	pack
25	Ruled Pad Paper, Yellow, 90leaves	48	pad
26	Ruled, Pad Paper, White, 90leaves	10	pad
27	Photopaper, A4, Glossy, 10sheets/pack, 180gsm	25	pack
28	Photopaper, A4, Glossy, 10sheets/pack, 230gsm	27	pack
29	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm	7	pack
30	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm	11	pack
31	Record Book 150 pages, 214x278mm	24	piece
32	Record Book, 200 pages, 280x170mm	73	piece
33	Record Book, 300 pages, 280x170mm	186	piece
34	Record Book, 500 pages, 280x170mm	117	piece
35	Record Book, 300 pages, 214x278mm	111	piece
36	Record Book, 500 pages, 214x278mm	146	piece
37	Reimbursement Expense Receipt (RER Form)	2	pad
38	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack	311	pack
39	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack	95	pack
40	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack	64	pack

41	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack	5	ream	
42	Specialty Board Paper, 200gsm, Long, 100pcs/pack	5	ream	
43	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack	99	pack	

<b>Name of the Company/Bidder</b>	<b>Name of Authorized Representative</b>	<b>Signature of Authorized Representative</b>

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

# Technical Specifications

*\*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

Item No.	Specification	Statement of Compliance*	Brand Offered, if applicable
<b>A. WRITING INSTRUMENTS:</b>			
1	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>		
2	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>		
3	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>		
4	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>		
5	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>		
6	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>		
7	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>		
8	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>		
9	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>		
10	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>		
11	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>		
12	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>		
13	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>		
14	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>		
15	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>		
16	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>		
17	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, Black</b>		
18	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>		
19	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, Black</b>		
20	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type: 24 pcs Blue and 16 pcs Red</b>		
21	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box, Black</b>		
22	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>		

23	<b>Pencil</b> , Medium #2 with black lead, Color yellow, <b>12pcs/box</b>		
24	<b>Pencil Sharpener</b> , Single cutter head, 9-10mm in diameter, heavy duty		
25	<b>Sign Pen</b> , Gel pen, 0.5mm: 577pcs <b>Black</b> , <b>312 pcs Blue</b> , and <b>365 pcs Red</b>		
26	<b>Sign Pen</b> , Gel pen, 0.5mm, <b>10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>		
27	<b>Sign Pen</b> , Gel pen, 0.7mm: <b>72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>		
28	<b>Sign Pen</b> , Gel pen, 0.7mm; <b>10pcs/box: 10 box Black and 5 box Blue</b>		
29	<b>Sign Pen</b> , Hi-Tech Point Rollerball pen, 0.7mm: <b>268 pcs Black and 15 pcs Blue</b>		
30	<b>Sign Pen</b> , Gel Roller Pen, Liquid and Gel ink, 0.5mm: <b>24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>		
31	<b>Sign Pen/Drawing Pen</b> , water and fade proof, pigment ink, Ultra Fine, <b>0.8mm, Black</b>		
32	<b>Sign Pen</b> , G-TEC-C4, 0.4mm ultra-fine tip, <b>Green</b>		
<b>B. PAPER SUPPLIES:</b>			
1	Carbon Paper Film, Legal, 100 pcs/box		
2	Cartolina, assorted colors		
3	Cartolina, assorted colors, 10pcs/pack		
4	Certificate Paper, 200gsm, <b>A4</b> , 10pcs/pack		
5	Certificate Paper, 200gsm, <b>Long</b> , 10pcs/pack		
6	Certificate Paper, 200gsm, <b>Short</b> , 10pcs/pack		
7	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream		
8	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream		
9	Columnar Notebook, 24 columns, 0.5x28x36cm		
10	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		
11	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>		
12	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>		
13	Illustration Board 1/8		
14	Index Card, 4x6in, 100 cards/pack		
15	Index Card, 5x8in, 100 cards/pack		
16	Manila Paper, 10pcs/set		
17	Notebook, Stenographer, 150x225mm, 40 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, 2x3, neon color, 100sh/pad, 12pads/pack		
22	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack		
23	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack		
24	Sticky Note Page Marker, 12 x 44mm, 5 colors		
25	Ruled Pad Paper, Yellow, 90leaves		
26	Ruled, Pad Paper, White, 90leaves		
27	Photopaper, A4, Glossy, 10sheets/pack, 180gsm		
28	Photopaper, A4, Glossy, 10sheets/pack, 230gsm		
29	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm		
30	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm		
31	Record Book 150 pages, 214x278mm		
32	Record Book, 200 pages, 280x170mm		
33	Record Book, 300 pages, 280x170mm		
34	Record Book, 500 pages, 280x170mm		
35	Record Book, 300 pages, 214x278mm		
36	Record Book, 500 pages, 214x278mm		
37	Reimbursement Expense Receipt (RER Form)		
38	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack		
39	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack		
40	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack		

41	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack		
42	Specialty Board Paper, 200gsm, Long, 100pcs/pack		
43	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack		

<b>Name of the Company/Bidder</b>	<b>Name of Authorized Representative</b>	<b>Signature of Authorized Representative</b>

***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. 026-07-2023-GOODS

Name of the Project: Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments)

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

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

Bidder's Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

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

Note: This statement shall be supported with:

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

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

## **Bid Securing Declaration Form**

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

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: 026-07-2023-GOODS**  
**Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments), General Services Office (GSO), Tabaco City**

To: *City Government of Tabaco*  
*Tabaco City*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

Procuring Entity: City Government of Tabaco City

Contract ID No. 026-07-2023-GOODS

Name of the Project: Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments)

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

## Schedule of Requirements

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

Item No.	Description	Quantity		Delivered, Weeks/Months
A.	<b>Writing Instruments:</b>			25 Calendar Days from receipt of NTP  Delivered at General Services Office (GSO), Tabaco City
1	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>	871	piece	
2	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>	49	box	
3	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>	1070	piece	
4	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>	132	box	
5	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>	29	box	
6	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>	112	box	
7	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>	15	bottle	
8	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>	17	bottle	
9	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>	127	set	
10	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>	62	piece	
11	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>	2	box	
12	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>	24	piece	
13	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>	147	piece	
14	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>	41	box	
15	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>	87	piece	
16	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>	12	box	
17	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, Black</b>	47	piece	
18	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>	11	box	
19	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, Black</b>	51	piece	
20	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type: 24 pcs Blue and 16 pcs Red</b>	40	piece	
21	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box, Black</b>	16	box	
22	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>	2	box	

23	<b>Pencil</b> , Medium #2 with black lead, Color yellow, <b>12pcs/box</b>	214	box
24	<b>Pencil Sharpener</b> , Single cutter head, 9-10mm in diameter, heavy duty	22	piece
25	<b>Sign Pen</b> , Gel pen, 0.5mm: 577pcs <b>Black</b> , <b>312 pcs Blue</b> , and <b>365 pcs Red</b>	1254	piece
26	<b>Sign Pen</b> , Gel pen, 0.5mm, <b>10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>	286	box
27	<b>Sign Pen</b> , Gel pen, 0.7mm: <b>72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>	120	piece
28	Sign Pen, Gel pen, 0.7mm; <b>10pcs/box: 10 box Black and 5 box Blue</b>	15	box
29	Sign Pen, Hi-Tech Point Rollerball pen, 0.7mm: <b>268 pcs Black and 15 pcs Blue</b>	283	piece
30	<b>Sign Pen</b> , Gel Roller Pen, Liquid and Gel ink, 0.5mm: <b>24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>	48	piece
31	<b>Sign Pen/Drawing Pen</b> , water and fade proof, pigment ink, Ultra Fine, <b>0.8mm, Black</b>	60	piece
32	<b>Sign Pen</b> , G-TEC-C4, 0.4mm ultra-fine tip, <b>Green</b>	150	piece
<b>B.</b>	<b>Paper Supplies:</b>		
1	Carbon Paper Film, Legal, 100 pcs/box	21	box
2	Cartolina, assorted colors	16	piece
3	Cartolina, assorted colors, 10pcs/pack	29	pack
4	Certificate Paper, 200gsm, <b>A4</b> , 10pcs/pack	120	pack
5	Certificate Paper, 200gsm, <b>Long</b> , 10pcs/pack	20	pack
6	Certificate Paper, 200gsm, <b>Short</b> , 10pcs/pack	9	pack
7	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream	13	ream
8	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream	5	ream
9	Columnar Notebook,24 columns, 0.5x28x36cm	14	book
10	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms	78	box
11	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>	54	pad
12	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>	198	pack
13	Illustration Board 1/8	25	piece
14	Index Card, 4x6in, 100 cards/pack	1	pack
15	Index Card, 5x8in, 100 cards/pack	14	pack
16	Manila Paper, 10pcs/set	3	set
17	Notebook, Stenographer, 150x225mm, 40 leaves	99	piece
18	Sticky Note, 2x3, neon color, 100sh/pad	56	pad
19	Sticky Note, 3x3, neon color, 100sh/pad	50	pad
20	Sticky Note, 3x4, neon color, 100sh/pad	23	pad
21	Sticky Note, 2x3, neon color, 100sh/pad, 12pads/pack	12	pack
22	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack	27	pack
23	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack	5	pack
24	Sticky Note Page Marker, 12 x 44mm, 5 colors	3	pack
25	Ruled Pad Paper, Yellow, 90leaves	48	pad
26	Ruled, Pad Paper, White, 90leaves	10	pad
27	Photopaper, A4, Glossy, 10sheets/pack, 180gsm	25	pack
28	Photopaper, A4, Glossy, 10sheets/pack, 230gsm	27	pack
29	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm	7	pack
30	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm	11	pack
31	Record Book 150 pages, 214x278mm	24	piece
32	Record Book, 200 pages, 280x170mm	73	piece
33	Record Book, 300 pages, 280x170mm	186	piece
34	Record Book, 500 pages, 280x170mm	117	piece
35	Record Book, 300 pages, 214x278mm	111	piece
36	Record Book, 500 pages, 214x278mm	146	piece
37	Reimbursement Expense Receipt (RER Form)	2	pad
38	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack	311	pack
39	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack	95	pack
40	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack	64	pack

41	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack	5	ream	
42	Specialty Board Paper, 200gsm, Long, 100pcs/pack	5	ream	
43	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack	99	pack	

<b>Name of the Company/Bidder</b>	<b>Name of Authorized Representative</b>	<b>Signature of Authorized Representative</b>

Procuring Entity: City Government of Tabaco City

Contract ID No. 026-07-2023-GOODS

Name of the Project: Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments)

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

## Technical Specifications

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item No.	Specification	Statement of Compliance*	Brand Offered, if applicable
<b>A. WRITING INSTRUMENTS:</b>			
1	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>		
2	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>		
3	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>		
4	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>		
5	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>		
6	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>		
7	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>		
8	<b>Marker Ink Refill, Permanent, Super Color Marker, 30ml, with ink dropper: 12 bottles Black, and 5 bottles Blue</b>		
9	<b>Marker, Highlighter, Fluorescent, 3 assorted colors/set</b>		
10	<b>Marker, Highlighter, Textliner 48, Superfluorescent, Yellow, Chisel Point Type</b>		
11	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow, 10pcs/box</b>		
12	<b>Marker, Highlighter, water-based ink, anti-dry out technology, 4hours dry-out protection, Yellow</b>		
13	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>		
14	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>		
15	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>		
16	<b>Marker, Permanent, Super Color Marker, Marks on any surface, Fast-Drying, FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>		
17	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, Black</b>		
18	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>		
19	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, Black</b>		
20	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type: 24 pcs Blue and 16 pcs Red</b>		
21	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box, Black</b>		
22	<b>Marker, Whiteboard, Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>		
23	<b>Pencil, Medium #2 with black lead, Color yellow, 12pcs/box</b>		
24	<b>Pencil Sharpener, Single cutter head, 9-10mm in diameter, heavy duty</b>		

25	<b>Sign Pen, Gel pen, 0.5mm: 577pcs Black, 312 pcs Blue, and 365 pcs Red</b>		
26	<b>Sign Pen, Gel pen, 0.5mm,10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>		
27	<b>Sign Pen, Gel pen, 0.7mm: 72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>		
28	<b>Sign Pen, Gel pen, 0.7mm; 10pcs/box: 10 box Black and 5 box Blue</b>		
29	<b>Sign Pen, Hi-Tech Point Rollerball pen, 0.7mm: 268 pcs Black and 15 pcs Blue</b>		
30	<b>Sign Pen, Gel Roller Pen, Liquid and Gel ink, 0.5mm: 24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>		
31	<b>Sign Pen/Drawing Pen, water and fade proof, pigment ink, Ultra Fine, 0.8mm, Black</b>		
32	<b>Sign Pen, G-TEC-C4, 0.4mm ultra-fine tip, Green</b>		
<b>B. PAPER SUPPLIES:</b>			
1	Carbon Paper Film, Legal, 100 pcs/box		
2	Cartolina, assorted colors		
3	Cartolina, assorted colors, 10pcs/pack		
4	Certificate Paper, 200gsm, <b>A4</b> , 10pcs/pack		
5	Certificate Paper, 200gsm, <b>Long</b> , 10pcs/pack		
6	Certificate Paper, 200gsm, <b>Short</b> , 10pcs/pack		
7	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream		
8	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream		
9	Columnar Notebook,24 columns, 0.5x28x36cm		
10	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		
11	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>		
12	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>		
13	Illustration Board 1/8		
14	Index Card, 4x6in, 100 cards/pack		
15	Index Card, 5x8in, 100 cards/pack		
16	Manila Paper, 10pcs/set		
17	Notebook, Stenographer, 150x225mm, 40 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, 2x3, neon color, 100sh/pad, 12pads/pack		
22	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack		
23	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack		
24	Sticky Note Page Marker, 12 x 44mm, 5 colors		
25	Ruled Pad Paper, Yellow, 90leaves		
26	Ruled, Pad Paper, White, 90leaves		
27	Photopaper, A4, Glossy, 10sheets/pack, 180gsm		
28	Photopaper, A4, Glossy, 10sheets/pack, 230gsm		
29	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm		
30	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm		
31	Record Book 150 pages, 214x278mm		
32	Record Book, 200 pages, 280x170mm		
33	Record Book, 300 pages, 280x170mm		
34	Record Book, 500 pages, 280x170mm		
35	Record Book, 300 pages, 214x278mm		
36	Record Book, 500 pages, 214x278mm		
37	Reimbursement Expense Receipt (RER Form)		
38	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack		
39	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack		
40	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack		
41	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack		
42	Specialty Board Paper, 200gsm, Long, 100pcs/pack		
43	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack		
<b>Name of the Company/Bidder</b>		<b>Name of Authorized Representative</b>	
		<b>Signature of Authorized Representative</b>	

## 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. 026-07-2023-GOODS

Name of the Project: Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments)

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

## Net Financial Contracting Capacity (NFCC)

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

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

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

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

NFCC = P \_\_\_\_\_

or

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

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

**NOTE:**

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

## Bid Form for the Procurement of Goods

---

### BID FORM

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

Project Identification No. 026-07-2023-GOODS

*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 writing instruments and paper supplies*, in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

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

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

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

Procuring Entity: City Government of Tabaco City

Contract ID No. 026-07-2023-GOODS

Name of the Project: Supply & Delivery of Writing Instruments and Paper Supplies for Various Offices (Executive Departments)

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

### Price Schedule for Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_

Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
A.	<b>Writing Instruments:</b>								
1	<b>Ballpen, Super Fine Point, 0.5mm: 705 pcs Black, 105 pcs Blue, and 61 pcs Red</b>		871	piece					
2	<b>Ballpen, Super Fine Point, 0.5mm, 12pcs/box: 32 box Black, 11 box Blue, 6 box Red</b>		49	box					
3	<b>Ballpen, Ordinary, 0.5mm: 650 pcs Black, 250 pcs Blue, and 170 pcs Red</b>		1070	piece					
4	<b>Ballpen, Ordinary, 0.5mm, 12pcs/box: 74 box Black, 35 box Blue, and 23 box Red</b>		132	box					
5	<b>Ballpen, Ordinary, 0.7mm, 12pcs/box: 12 box Black, 12 box Blue, and 5 box Red</b>		29	box					
6	<b>Ballpen, Ordinary, 0.5mm, 50pcs/box: 64 box Black, 32 box Blue, and 16 box Red</b>		112	box					
7	<b>Marker Ink Refill, Whiteboard, Super Color fast-drying, 30ml, with ink dropper: 10 bottles Black, and 5 bottles Blue</b>		15	bottle					

8	<b>Marker Ink Refill, Permanent,</b> Super Color Marker, 30ml, with ink dropper: <b>12 bottles Black, and 5 bottles Blue</b>		17	bottle						
9	<b>Marker, Highlighter,</b> Fluorescent, <b>3 assorted colors/set</b>		127	set						
10	<b>Marker, Highlighter,</b> Textliner 48, Superfluorescent, <b>Yellow,</b> Chisel Point Type		62	piece						
11	<b>Marker, Highlighter,</b> water-based ink, anti-dry out technology, 4hours dry-out protection, <b>Yellow, 10pcs/box</b>		2	box						
12	<b>Marker, Highlighter,</b> water-based ink, anti-dry out technology, 4hours dry-out protection, <b>Yellow</b>		24	piece						
13	<b>Marker, Permanent,</b> Super Color Marker, Marks on any surface, Fast-Drying, <b>BROAD TYPE: 104 pcs Black, 30 pcs Blue, and 13 pcs Red</b>		147	piece						
14	<b>Marker, Permanent,</b> Super Color Marker, Marks on any surface, Fast-Drying, <b>BROAD TYPE, 12pcs/box: 28 box Black, 12 box Blue, and 1 box Red</b>		41	box						
15	<b>Marker, Permanent,</b> Super Color Marker, Marks on any surface, Fast-Drying, <b>FINE TYPE: 53 pcs Black, 19 pcs Blue, and 15 pcs Red</b>		87	piece						
16	<b>Marker, Permanent,</b> Super Color Marker, Marks on any surface, Fast-Drying, <b>FINE TYPE, 12pcs/box: 9 box Black, 2 box Blue, and 1 box Red</b>		12	box						
17	<b>Marker, Whiteboard,</b> Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>BROAD Type, Black</b>		47	piece						
18	<b>Marker, Whiteboard,</b> Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>BROAD Type, 12pcs/box: 9 box Black, 1 box Blue, and 1 box Red</b>		11	box						

19	<b>Marker, Whiteboard</b> , Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>FINE Type, Black</b>		51	piece						
20	<b>Marker, Whiteboard</b> , Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>FINE Type: 24 pcs Blue and 16 pcs Red</b>		40	piece						
21	<b>Marker, Whiteboard</b> , Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>FINE Type, 12pcs/box, Black</b>		16	box						
22	<b>Marker, Whiteboard</b> , Easy erasing with tissue or cloth, Low-Odor Dry Guard Ink, Refillable, <b>FINE Type, 12pcs/box: 1 box Blue and 1 box Red</b>		2	box						
23	<b>Pencil</b> , Medium #2 with black lead, Color yellow, <b>12pcs/box</b>		214	box						
24	<b>Pencil Sharpener</b> , Single cutter head, 9-10mm in diameter, heavy duty		22	piece						
25	<b>Sign Pen</b> , Gel pen, 0.5mm: <b>577pcs Black, 312 pcs Blue, and 365 pcs Red</b>		1254	piece						
26	<b>Sign Pen</b> , Gel pen, 0.5mm, <b>10pcs/box: 184 box Black, 83 box Blue, and 19 box Red</b>		286	box						
27	<b>Sign Pen</b> , Gel pen, 0.7mm: <b>72 pcs Black, 24 pcs Blue, and 24 pcs Red</b>		120	piece						
28	Sign Pen, Gel pen, 0.7mm; <b>10pcs/box: 10 box Black and 5 box Blue</b>		15	box						
29	Sign Pen, Hi-Tech Point Rollerball pen, 0.7mm: <b>268 pcs Black and 15 pcs Blue</b>		283	piece						
30	<b>Sign Pen</b> , Gel Roller Pen, Liquid and Gel ink, 0.5mm: <b>24 pcs Black, 12 pcs Blue, and 12 pcs Red</b>		48	piece						
31	<b>Sign Pen/Drawing Pen</b> , water and fade proof, pigment ink, Ultra Fine, <b>0.8mm, Black</b>		60	piece						

32	<b>Sign Pen, G-TEC-C4, 0.4mm ultra-fine tip, Green</b>		150	piece						
<b>Subtotal</b>										
<b>B.</b>	<b>Paper Supplies:</b>									
1	Carbon Paper Film, Legal, 100 pcs/box		21	box						
2	Cartolina, assorted colors		16	piece						
3	Cartolina, assorted colors, 10pcs/pack		29	pack						
4	Certificate Paper, 200gsm, <b>A4</b> , 10pcs/pack		120	pack						
5	Certificate Paper, 200gsm, <b>Long</b> , 10pcs/pack		20	pack						
6	Certificate Paper, 200gsm, <b>Short</b> , 10pcs/pack		9	pack						
7	Colored Paper, Assorted, Long, 80gsm, 250sheets/ream		13	ream						
8	Colored Paper, Assorted, Short, 80gsm, 250sheets/ream		5	ream						
9	Columnar Notebook,24 columns, 0.5x28x36cm		14	book						
10	Computer Continuous Forms, 1 ply (11"x9.5"), 980gms		78	box						
11	Daily Time Record (for JO Personnel), Form 48, <b>100pcs/pad</b>		54	pad						
12	Daily Time Record (for JO Personnel), Form 48, <b>500pcs/pack</b>		198	pack						
13	Illustration Board 1/8		25	piece						
14	Index Card, 4x6in, 100 cards/pack		1	pack						
15	Index Card, 5x8in, 100 cards/pack		14	pack						
16	Manila Paper, 10pcs/set		3	set						
17	Notebook, Stenographer, 150x225mm, 40 leaves		99	piece						
18	Sticky Note, 2x3, neon color, 100sh/pad		56	pad						

19	Sticky Note, 3x3, neon color, 100sh/pad		50	pad						
20	Sticky Note, 3x4, neon color, 100sh/pad		23	pad						
21	Sticky Note, 2x3, neon color, 100sh/pad, 12pads/pack		12	pack						
22	Sticky Note, 3x3, neon color, 100sh/pad, 12pads/pack		27	pack						
23	Sticky Note, 3x4, neon color, 100sh/pad, 12pads/pack		5	pack						
24	Sticky Note Page Marker, 12 x 44mm, 5 colors		3	pack						
25	Ruled Pad Paper, Yellow, 90leaves		48	pad						
26	Ruled, Pad Paper, White, 90leaves		10	pad						
27	Photopaper, A4, Glossy, 10sheets/pack, 180gsm		25	pack						
28	Photopaper, A4, Glossy, 10sheets/pack, 230gsm		27	pack						
29	Photopaper, Legal, Glossy, 10pcs/pack, 180gsm		7	pack						
30	Photopaper, Legal, Glossy, 10pcs/pack, 230gsm		11	pack						
31	Record Book 150 pages, 214x278mm		24	piece						
32	Record Book, 200 pages, 280x170mm		73	piece						
33	Record Book, 300 pages, 280x170mm		186	piece						
34	Record Book, 500 pages, 280x170mm		117	piece						
35	Record Book, 300 pages, 214x278mm		111	piece						
36	Record Book, 500 pages, 214x278mm		146	piece						
37	Reimbursement Expense Receipt (RER Form)		2	pad						
38	Specialty Board Paper, 220gsm, Long, Cream color, 10 sheets/pack		311	pack						
39	Specialty Board Paper, 200gsm, A4, Beige color, 10sheets/pack		95	pack						

40	Specialty Board Paper, 200gsm, Short, White color, 10sheets/pack		64	pack						
41	Specialty Board Paper, 220gsm, Short, White color, 100pcs/pack		5	ream						
42	Specialty Board Paper, 200gsm, Long, 100pcs/pack		5	ream						
43	Sticker Paper ,80gsm, Glossy, A4, 10sheets/pack		99	pack						
	Subtotal									
	Grand 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]*

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**ORIGINAL - TECHNICAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**ORIGINAL – FINANCIAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**ORIGINAL BID**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 1 - TECHNICAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 1 – FINANCIAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 1**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2 - TECHNICAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2 – FINANCIAL COMPONENT**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**

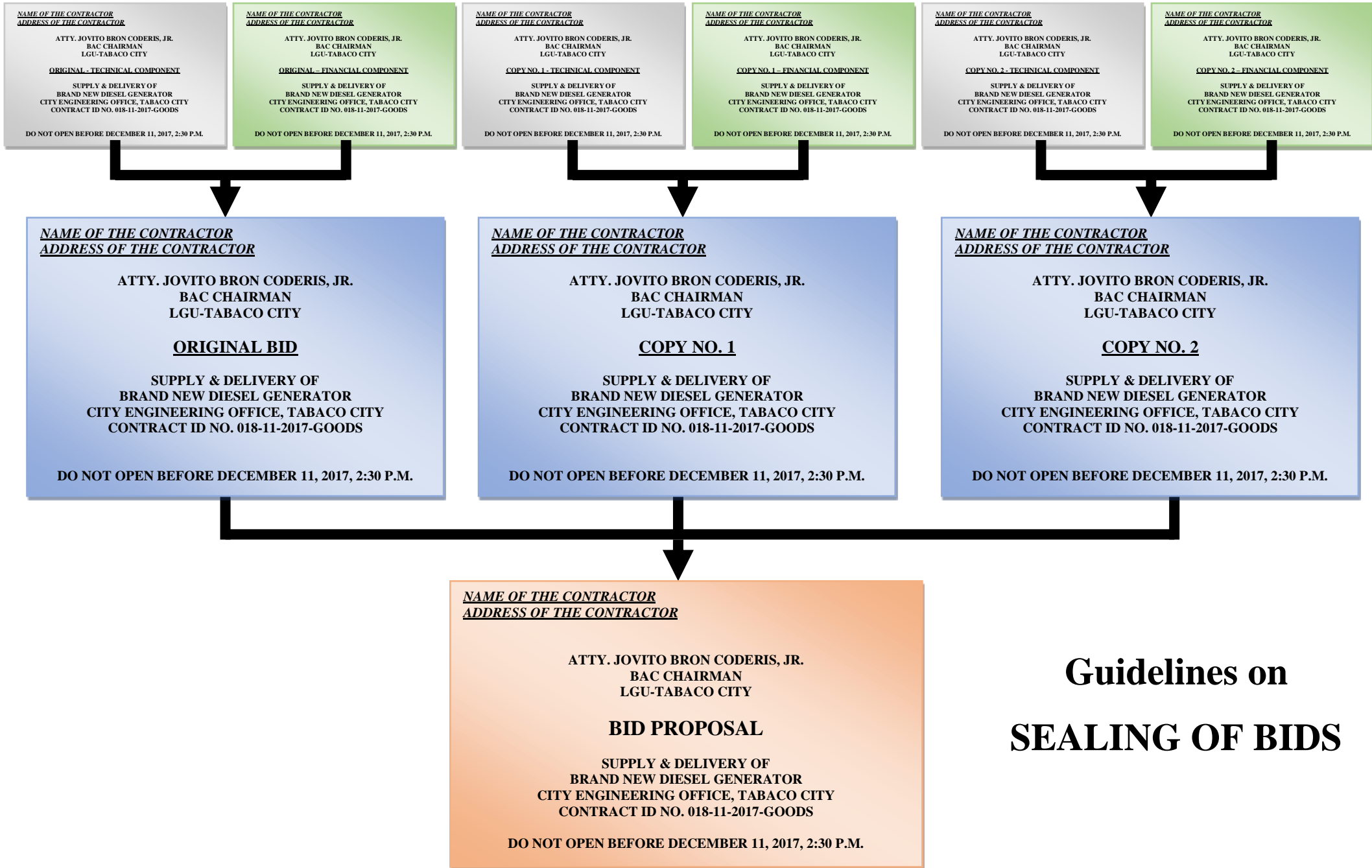
NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

# **BID PROPOSAL**

**Supply & Delivery of Writing Instruments and Paper Supplies for  
Various Offices (Executive Departments)  
General Services Office (GSO), Tabaco City  
Contract ID No. 026-07-2023-GOODS**

**DO NOT OPEN BEFORE JULY 27, 2023, 9:30AM**



# Guidelines on SEALING OF BIDS

