

# **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 AND INSTALLATION OF  
OFFICE FURNITURE, SP-VMO,  
TABACO CITY**

**Contract ID No. 012-010-2025-GOODS-  
PB-Office Furniture**

**Sixth Edition**

**July 2020**

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

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

**BAC** – Bids and Awards Committee.

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

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

**Bidding Documents** – The documents issued by the Procuring Entity as the basis 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 like 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 projects, 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*

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**Invitation to Bid for  
Supply and Installation of Office Furniture  
SP-VMO, Tabaco City  
Contract ID No. 012-010-2025-GOODS-PB-Office Furniture**

1. The *City Government of Tabaco*, through the *2025 Vice Mayor's Office General Fund*, intends to apply the sum of *Five Million Six Hundred Fifty-Nine Thousand Eight Hundred Ninety-Four Pesos and 00/100 (Php5,659,894.00)*, being the ABC and to payments under the contract for *Supply and Installation of Office Furniture, SP-VMO, Tabaco City under Contract ID No. 012-010-2025-GOODS-PB-Office Furniture*. Bids received *more than 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 *fifteen (15) 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 whose laws or regulations grant similar rights or privileges to Filipino citizens, under 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 from *14 November 2025 to 08 December 2025*, from the 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 *Ten Thousand Pesos (Php10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *City Government of Tabaco* will hold a Pre-Bid Conference on *24 November 2025, 2:00 PM* at *BAC Conference Room, Mezz Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City*, which shall be open to prospective bidders.
7. The BAC Secretariat must duly receive bids through manual submission at the office address indicated below on or before *9:00 AM, 08 December 2025*. Late bids shall not be

accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **08 December 2025, 9:30 AM** at the **BAC Conference Room, Mezz Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
10. The **City Government of Tabaco** reserves the right to reject all bids, declare a failure of bidding, or not award the contract at any time before contract award under Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Eriberto Leroy C. Berces III**

BAC Chairman

BAC Office / City Legal Office

2<sup>nd</sup> Floor Annex Building, Tabaco City Hall, Tabaco City, Tabaco City

Email: [bactabaco2025@gmail.com](mailto:bactabaco2025@gmail.com)

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

12. 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)

**14 November 2025**

Sgd.

**ERIBERTO LEROY C. BERCES III**

BAC Chairperson

*Other Information:*

*Interested participant which business is not registered in the Business Permit and Licensing Office (BPLO) of Tabaco City is required to pay the Annual Accreditation Permit Fee of Php10,000.00, as per City Ordinance No. 020-2018.*

*Requirements for securing the Annual Accreditation Permit are as follows:*

- 1. Original Business Registration Certificate (Valid Mayor's Permit, or DTI/SEC/CDA Registration Certificate).*
- 2. Proof of Authority: Valid ID of the Company Owner, and/or Original Notarized SPA/ Secretary's Certificate, and valid ID of the authorized representative.*
- 3. Payment of Annual Accreditation Permit Fee (Php10,000.00)*



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

## 1. Scope of Bid

The Procuring Entity, *City Government of Tabaco*, wishes to receive Bids for the *Supply and Installation of Office Furniture, SP-VMO, Tabaco City under Contract ID No. 012-010-2025-GOODS-PB-Office Furniture*.

The Procurement Project (referred to herein as “Project”) is composed of A. Semi-Expendable Items and B. Other Items. The details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2025** for *Five Million Six Hundred Fifty-Nine Thousand Eight Hundred Ninety-Four Pesos and 00/100 (Php5,659,894.00)*.

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 apply 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 according 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, allows 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. Under 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. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.*

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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 acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request 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* before 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 under 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 under 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) to 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 under the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **05 April 2026**. The Procuring Entity shall reject any Bid not accompanied by an acceptable bid security 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 their 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 comparison of Bids under 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 according 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 has 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 place of its NFCC computation, all Bids must include the NFCC computation under 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> <ul style="list-style-type: none"> <li>a. Supply and Installation of Office Furniture</li> <li>b. Completed <i><b>within five (5) years</b></i> before the deadline for the submission and receipt of bids.</li> </ul>
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <i><b>Php113,197.88</b></i> <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</li> <li>b. The amount of not less than <i><b>Php282,994.70</b></i> <i>[five percent (5%) of ABC]</i>, if bid security is in Surety Bond.</li> </ul>
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	<i>The Project shall be awarded as one contract.</i>					
	<b>Item No.</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit of Issue</b>	<b>Approved Budget Per Item (PhP)</b>	<b>LOCATION</b>
	<b>A. SEMI-EXPENDABLE ITEMS</b>					
	1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	2	units	17,000.00	Ground Floor- Lounge / Waiting Area
	2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	970	sq. m.	485,000.00	Third Floor- Conference Room
	3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	15	units	135,000.00	Third Floor- Conference Room
	4	Drop Pole 45mm thickness	2	units	12,000.00	SP Library / Archives & Staff
	5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	18	units	198,000.00	Third Floor- Session Hall
	6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	1	unit	10,000.00	SP Secretary

7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	2	units	29,998.00	Vice Mayor's Office-1 unit Third Floor-Session Hall-1 unit
8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	16	units	153,600.00	Vice Mayor's Staff-4 units Staff Tables-12 units
9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	16	units	147,200.00	SP Library / Archives & Staff- 15 units Third Floor-Conference Room-1 unit
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	2	units	23,000.00	Staff Tables
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	24	units	180,000.00	Staff Tables
12	Half Glass laminated partition (180H x 60W cm), with raceway	1	unit	11,400.00	SP Library / Archives & Staff
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	1	unit	13,600.00	SP Secretary
14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	1	unit	14,999.00	SP Secretary
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	2	units	29,998.00	SP Secretary
16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	17	units	170,000.00	Vice Mayor's Staff-4 units Second Floor-12 units Third Floor-Session Hall-1 unit
17	metal leg for side table	2	sets	14,000.00	Third Floor-Conference Room
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500mm x H625mm	43	units	301,000.00	Vice Mayor's Staff - 4 units SP Library / Archives & Staff - 3 units Staff Tables - 36 units

	19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	12	units	48,000.00	Staff Tables
	20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	24	units	129,600.00	Staff Tables
	21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	15	units	127,500.00	SP Library / Archives & Staff
	22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	1	unit	14,999.00	Third Floor- Conference Room
	23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	48	units	432,000.00	SP Secretary- 2 units Second Floor- 36 units Third Floor- Session Hall- 10 units
	<b>B. OTHER ITEMS</b>					
	1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	2	units	98,000.00	Ground Floor- Lounge/Waiting Area
	2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	1	unit	22,000.00	Ground Floor- Lounge / Waiting Area
	3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	20	units	480,000.00	Vice Mayor's Staff-2 units SP Secretary-1 unit SP Library / Archives & Staff-5units Staff Tables- 12 units
	4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-	24	units	480,000.00	Third Floor- Session Hall

		Steel hexagon socket cap screws and expanding nut				
5		Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	12	units	228,000.00	Staff Tables
6		Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	16	units	352,000.00	Third Floor-Session Hall
7		Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	6	units	132,000.00	Third Floor-Conference Room
8		Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	14	units	560,000.00	Vice Mayor's Office- 1 unit SP Secretary- 1 unit Second Floor- 12 units
9		Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	1	unit	25,000.00	SP Secretary
10		Half Glass laminated partition (180H x 126.2W cm), with raceway	2	units	40,000.00	SP Library / Archives & Staff
11		Half Glass laminated partition(180H x 90W cm), with raceway	1	unit	18,500.00	SP Library / Archives & Staff
12		High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	1	unit	49,500.00	Third Floor-Conference Room
13		Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	1	unit	28,000.00	Vice Mayor's Office
14		Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	12	units	204,000.00	Staff Tables
15		Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	3	units	120,000.00	Ground Floor-Lounge / Waiting Area
16		Partition Door Half Glass laminated (180H x 90W cm), with raceway	1	unit	25,000.00	SP Library / Archives & Staff
17		Podium clear acrylic with Tabaco Logo Sticker	2	units	48,000.00	Third Floor-Conference Room
18		sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	2	units	52,000.00	Vice Mayor's Office
<b>Note: Bid per item should not exceed the allocated budget per item. Otherwise, the bid shall be automatically disqualified.</b>						

20.2	<p>Other appropriate licenses and permits:</p> <ol style="list-style-type: none"><li><b><i>1. Valid and Current PhilGEPS Registration (Platinum)</i></b></li><li><b><i>2. Valid Tax Clearance for Bidding Purposes</i></b></li><li><b><i>3. Latest Audited Financial Statements stamped received by the BIR or its duly authorized institution</i></b></li><li><b><i>4. BIR Registration Certificate</i></b></li></ol>
21.1	<i>None</i>

*Section IV. General Conditions of Contract*

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion, as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, are 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 under 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 before 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 under 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, on time, 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. 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, under 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 to <i><b>SP-VMO, Tabaco City</b></i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>The Supplier shall deliver the Goods under the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is <i><b>Hon. Glenda O. Bongao, City Vice Mayor</b></i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <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>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information regarding spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>a. Such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. In the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. Advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to</li> </ul> </li> </ul>

	<p>procure needed requirements; and</p> <p>ii. Following such termination, furnishing at no cost to the Procuring Entity the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b>, and the cost thereof is included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for <i>three (3) years</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>two (2)</i> months of placing the order.</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 transit points.</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 marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b> 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: Performance Test

## ***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	Qty	Unit of Issue	LOCATION AND DELIVERY PERIOD	
A. SEMI EXPENDABLE ITEMS					
1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	2	units	Ground Floor-Lounge/Waiting Area	15 Calendar Days from Receipt of Notice to Proceed  Deliver at SP-VMO, Tabaco City
2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	970	sq. m.	Third Floor-Conference Room	
3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	15	units	Third Floor-Conference Room	
4	Drop Pole 45mm thickness	2	units	SP Library/Archives & Staff	
5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	18	units	Third Floor-Session Hall	
6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	1	unit	SP Secretary	
7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	2	units	Vice Mayor's Office-1 unit Third Floor-Session Hall-1 unit	

8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	16	units	Vice Mayor's Staff-4 units Staff Tables-12 units
9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	16	units	SP Library/Archives & Staff- 15 units Third Floor- Conference Room-1 unit
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	2	units	Staff Tables
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	24	units	Staff Tables
12	Half Glass laminated partition (180H x 60W cm), with raceway	1	unit	SP Library/Archives & Staff
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	1	unit	SP Secretary
14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	1	unit	SP Secretary
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	2	units	SP Secretary
16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	17	units	Vice Mayor's Staff-4 units Second Floor-12 units Third Floor-Session Hall-1 unit
17	metal leg for side table	2	sets	Third Floor- Conference Room
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-out with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500m x H625mm	43	units	Vice Mayor's Staff - 4 units SP Library/Archives & Staff - 3 units Staff Tables - 36 units
19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	12	units	Staff Tables
20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	24	units	Staff Tables
21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high-density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	15	units	SP Library/Archives & Staff
22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	1	unit	Third Floor- Conference Room

23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	48	units	SP Secretary- 2 units Second Floor-36 units Third Floor-Session Hall-10 units	
<b>B. OTHER ITEMS</b>					
1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	2	units	Ground Floor-Lounge/Waiting Area	
2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	1	unit	Ground Floor-Lounge/Waiting Area	
3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	20	units	Vice Mayor's Staff-2 units SP Secretary-1 unit SP Library/Archives & Staff-5units Staff Tables-12 units	
4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut	24	units	Third Floor-Session Hall	
5	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	12	units	Staff Tables	
6	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	16	units	Third Floor-Session Hall	
7	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	6	units	Third Floor-Conference Room	
8	Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	14	units	Vice Mayor's Office- 1 unit SP Secretary- 1 unit Second Floor-12 units	
9	Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	1	unit	SP Secretary	
10	Half Glass laminated partition (180H x 126.2W cm), with raceway	2	units	SP Library/Archives & Staff	
11	Half Glass laminated partition (180H x 90W cm), with raceway	1	unit	SP Library/Archives & Staff	
12	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	1	unit	Third Floor-Conference Room	
13	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	1	unit	Vice Mayor's Office	



14	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	12	units	Staff Tables	
15	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	3	units	Ground Floor- Lounge/Waiting Area	
16	Partition Door Half Glass laminated (180H x 90W cm), with raceway	1	unit	SP Library/Archives & Staff	
17	Podium clear acrylic with Tabaco Logo Sticker	2	units	Third Floor- Conference Room	
18	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	2	units	Vice Mayor's Office	

I hereby certify that I have complied with and will deliver all of the above requirements.

**Name of the Company/Bidder**

**Signature over Printed Name of  
Authorized Representative**

**Date**

*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 Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's unamended 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*
<b>A. SEMI-EXPENDABLE ITEMS</b>		
1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	
2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	
3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	
4	Drop Pole 45mm thickness	
5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	
6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	
7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	
8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	
9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	
12	Half Glass laminated partition (180H x 60W cm), with raceway	
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	

14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	
16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	
17	metal leg for side table	
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500mm x H625mm	
19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	
20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	
21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	
22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	
23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	
<b>B. OTHER ITEMS</b>		
1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	
2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	
3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	
4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut	
5	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	

6	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	
7	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	
8	Executive Table: 3/4" thk, marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	
9	Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	
10	Half Glass laminated partition (180H x 126.2W cm), with raceway	
11	Half Glass laminated partition (180H x 90W cm), with raceway	
12	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	
13	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	
14	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	
15	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	
16	Partition Door Half Glass laminated (180H x 90W cm), with raceway	
17	Podium clear acrylic with Tabaco Logo Sticker	
18	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	

<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. Brochure and picture of the unit offered,
  - iii. Dealership Authorization / Certification from the Manufacturer,
  - iv. After-sales service/parts;

- ☐ (f) Originally 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 place 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 if the bid is successful.

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

- ☐ (i) *[For foreign bidders claiming because of their country's extension of reciprocal rights to Filipinos]* 9Certification 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.: 012-010-2025-GOODS-PB-Office Furniture  
Name of the Project: Supply and Installation of Office Furniture  
Location of the Project: SP-VMO, Tabaco City

Statement of all Ongoing Government & Private Contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid

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

Business Address : \_\_\_\_\_

Name of Contract and Amount of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Nature of Work / Kinds of Goods	Bidder’s Role		a. Date Awarded b. Date of the Contract c. Expected Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description (Sole Contractor, Subcontractor, or JV Partner)	%		Planned	Actual	
Government								
Private								
Note: This statement shall be supported with:						Total Cost		
1 Notice of Award and/or Contract								
2 Notice to Proceed issued by the owner								
3 Certificate of Accomplishments signed by the owner or authorized representative								

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

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

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

Procuring Entity: City Government of Tabaco City  
Contract ID No.: 012-010-2025-GOODS-PB-Office Furniture  
Name of the Project: Supply and Installation of Office Furniture  
Location of the Project: SP-VMO, 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 (Sole Contractor, Subcontractor, or JV Partner)	%		

- 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.: 012-010-2025-GOODS-PB-Office Furniture  
Supply and Installation of Office Furniture  
SP-VMO, 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 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 under the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof under 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.: 012-010-2025-GOODS-PB-Office Furniture  
Name of the Project: Supply and Installation of Office Furniture  
Location of the Project: SP-VMO, 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	Qty	Unit of Issue	DELIVERY PERIOD AND LOCATION	
A. SEMI-EXPENDABLE ITEMS					
1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	2	units	Ground Floor-Lounge/Waiting Area	15 Calendar Days from Receipt of Notice to Proceed  Deliver at SP-VMO, Tabaco City
2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	970	sq. m.	Third Floor-Conference Room	
3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	15	units	Third Floor-Conference Room	
4	Drop Pole 45mm thickness	2	units	SP Library/Archives & Staff	
5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	18	units	Third Floor-Session Hall	
6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	1	unit	SP Secretary	
7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	2	units	Vice Mayor's Office-1 unit Third Floor-Session Hall-1 unit	
8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	16	units	Vice Mayor's Staff-4 units Staff Tables-12 units	

9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	16	units	SP Library/Archives & Staff- 15 units Third Floor-Conference Room-1 unit	
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	2	units	Staff Tables	
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	24	units	Staff Tables	
12	Half Glass laminated partition (180H x 60W cm), with raceway	1	unit	SP Library/Archives & Staff	
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	1	unit	SP Secretary	
14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	1	unit	SP Secretary	
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	2	units	SP Secretary	
16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	17	units	Vice Mayor's Staff-4 units Second Floor-12 units Third Floor-Session Hall-1 unit	
17	metal leg for side table	2	sets	Third Floor-Conference Room	
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500m x H625mm	43	units	Vice Mayor's Staff - 4 units SP Library/Archives & Staff - 3 units Staff Tables - 36 units	
19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	12	units	Staff Tables	
20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	24	units	Staff Tables	
21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high-density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	15	units	SP Library/Archives & Staff	
22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	1	unit	Third Floor-Conference Room	
23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	48	units	SP Secretary- 2 units Second Floor-36 units Third Floor-Session Hall-10 units	
<b>B. OTHER ITEMS</b>					
1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	2	units	Ground Floor-Lounge/Waiting Area	

2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	1	unit	Ground Floor- Lounge/Waiting Area
3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	20	units	Vice Mayor's Staff-2 units SP Secretary-1 unit SP Library/Archives & Staff-5units Staff Tables-12 units
4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut	24	units	Third Floor-Session Hall
5	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	12	units	Staff Tables
6	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	16	units	Third Floor-Session Hall
7	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	6	units	Third Floor- Conference Room
8	Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	14	units	Vice Mayor's Office- 1 unit SP Secretary- 1 unit Second Floor-12 units
9	Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	1	unit	SP Secretary
10	Half Glass laminated partition (180H x 126.2W cm), with raceway	2	units	SP Library/Archives & Staff
11	Half Glass laminated partition (180H x 90W cm), with raceway	1	unit	SP Library/Archives & Staff
12	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	1	unit	Third Floor- Conference Room
13	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	1	unit	Vice Mayor's Office
14	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	12	units	Staff Tables
15	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	3	units	Ground Floor- Lounge/Waiting Area
16	Partition Door Half Glass laminated (180H x 90W cm), with raceway	1	unit	SP Library/Archives & Staff
17	Podium clear acrylic with Tabaco Logo Sticker	2	units	Third Floor- Conference Room
18	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	2	units	Vice Mayor's Office

I hereby certify that I have complied with and will deliver all of the above requirements.

<hr/>	<hr/>	<hr/>
<b>Name of the Company/Bidder</b>	<b>Signature over Printed Name of Authorized Representative</b>	<b>Date</b>



Technical Specifications

Item No.	SPECIFICATION	Statement of Compliance*
A. SEMI-EXPENDABLE ITEMS		
1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm	
2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.	
3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest	
4	Drop Pole 45mm thickness	
5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-64cm, H-105.5-113cm	
6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm	
7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H	
8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty	
9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)	
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway	
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway	
12	Half Glass laminated partition (180H x 60W cm), with raceway	
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway	
14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway	
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway	

16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm	
17	metal leg for side table	
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500m x H625mm	
19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished	
20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished	
21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm	
22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels	
23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest	
<b>B. OTHER ITEMS</b>		
1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light	
2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)	
3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with lock sliding glass door. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm	
4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut	
5	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish	
6	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	
7	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management	
8	Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish	

9	Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway	
10	Half Glass laminated partition (180H x 126.2W cm), with raceway	
11	Half Glass laminated partition (180H x 90W cm), with raceway	
12	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)	
13	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')	
14	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)	
15	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)	
16	Partition Door Half Glass laminated (180H x 90W cm), with raceway	
17	Podium clear acrylic with Tabaco Logo Sticker	
18	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm	

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<b>Name of the Company/Bidder</b>	<b>Signature over Printed Name of Authorized Representative</b>	<b>Date</b>
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## Omnibus Sworn Statement

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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 under 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 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 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 include:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Estimating 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 with 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 according 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]*

Net Financial Contracting Capacity (NFCC)

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities based on 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 2024
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 the value of all outstanding works under ongoing contracts, including awarded contracts yet to be started

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

or

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

Name of Bank: \_\_\_\_\_Amount: \_\_\_\_\_

Attached here are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year and the Committed Line of Credit from a Universal or Commercial Bank.

Submitted by:

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

\_\_\_\_\_  
Signature of Authorized Representative  
Date: \_\_\_\_\_

NOTE:

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

**Bid Form for the Procurement of Goods**

**BID FORM**

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

Project Identification No.: 012-010-2025-GOODS-PB-Office Furniture

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 install Office Furniture*, 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 by 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 by 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 under 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 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 on behalf of: \_\_\_\_\_

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

Procuring Entity: City Government of Tabaco City  
Contract ID No.: 012-010-2025-GOODS-PB-Office Furniture  
Name of the Project: Supply and Installation of Office Furniture  
Location of the Project: SP-VMO, 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. SEMI-EXPENDABLE ITEMS								
1	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity is 350 lbs, can swivel 360 degrees, Seat-W-49 x 52, H-90-102cm		2 units						
2	Blinds Roll up sunscreen w/ installation. Manually operated retractable roll-up sunscreen using heavy duty plastic chain with 1% openness factor, combination of polyester and PVC material, thickness shall not be less than 1.00mm, aluminum powder coated finish heard rail, complete with heavy duty accessories, with green guard.		970 sq. m.						
3	Conference Chair: High Density foam on flame retardant, rust & strain resistant, black upholstery fabric seat and mesh backrest (black), Leg: Chrome sled base, backrest height: Low backrest, Others: with fixed armrest, square edge backrest		15 units						
4	Drop Pole 45mm thickness		2 units						
5	Executive Chair, Ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black, Seat-D70cm, W-		18 units						



	64cm, H-105.5-113cm								
6	Executive Chair, ergonomic designed chair with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high-density foam in fully upholstered black fabric, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, Black mesh, 60D x 62W x 111-121H cm		1 unit						
7	Executive Chair, ergonomic designed chair with padded armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism with at least 50mm thk seat cushion made up of high density foam in fully upholstered black leather finish, backrest made up of leather, chrome base, backrest shall be bolted with sit and welded, can swivel 360 degrees, color-black, 64D x 72W x 116-122.5H		2 units						
8	Free Standing Table (120L x 60W x 75H cm), 3/4"thk, marine plyboard with HPL laminated top woodgrain finished metal leg with modesty		2 units						
9	Free Standing Table, 3/4"thk, marine plyboard with HPL laminated top woodgrain finished, panel leg with modesty (Size-100L x 60W x 75H cm)		16 units						
10	Half Glass Half Laminated Partition (120H x 200W cm) with raceway		2 units						
11	Half Glass Half Laminated Partition (120H x 60W cm) with raceway		24 units						
12	Half Glass laminated partition (180H x 60W cm), with raceway		1 unit						
13	Half Glass laminated partition (180H x 80W cm), 4.5cm partition thickness with raceway		1 unit						
14	Half Glass laminated partition (180H x 84.2W cm), 4.5cm partition thickness with raceway		1 unit						
15	Half Glass laminated partition (180H x 90W cm), 4.5cm partition thickness with raceway		2 units						

16	Junior Executive Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting and adjustable seat height using gas lift mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, can swivel 360 degrees, Black mesh, Seat-D60cm, W-62cm, H-111-121cm		17 units						
17	metal leg for side table		2 sets						
18	Mobile pedestal: made of gauge no. 20 cold rolled steel sheets, powder coated finish, color light gray, three drawer pull-outs with replaceable central locking system, base shall have anti-tip supports (front and back) with nylon casters, Size-W412mm x D500m x H625mm		43 units						
19	Panel Leg (45D x 75H cm) curve design 3/4" thk, marine plyboard with HPL laminated top woodgrain finished		12 units						
20	Partition table (100L x 60D cm), 3/4thk marine plyboard with HPL Laminated top woodgrain finished		24 units						
21	Staff Chair, Ergonomic designed chairs with armrest, lockable rocking/tilting mechanism, with at least 50mm thick seat cushion made up of high density foam in fully upholstered black fabric, backrest made up of mesh fabric, chrome base, backrest shall be bolted with sit and not welded, minimum weight capacity 350lbs, can swivel 360 degrees, Seat-W49 x 52 x H90-102cm		15 units						
22	TV Stand, Compatible with 32-75 inches Flatscreen TV (Maximum loading of 100lbs) heavy duty braked caster wheels		1 unit						
23	Visitor chair, high density foam on flame retardant, rust & stain resistant black upholstery fabric seat and mesh backrest (black), leg-chrome sled base, backrest-height, low backrest, others-with fixed armrest, square edge backrest		48 units						
	<b>B. OTHER ITEMS</b>								
1	Reception Counter (120L x 70D x 110H cm, 18mmthk, Plywood), (60L x 70D x 80H cm, 25mm thk, Ply Board) with HPL Laminated & Marble Finish, scratch resistant, 2 tone color, with LED Strip Light		2 units						
2	2-Seater sofa leatherette finish without armrest (120L x 60D x 75/75H cm)		1 unit						

3	Adjustable Shelf Height: Four of the five shelves in this cabinet are adjustable, guaranteeing maximum adaptability and convenience for your own unique storage and organizing needs. Adjustable shelves with sliding glass door lock. Material-steel metal finish, powder coated, assembled dimensions: L900mm x W400mm x H1850mm		20 units						
4	Auditorium Chairs-Armrest cover imported timber back and seat sponge, high density PU, molded by cold foaming, no distortion for long time, side pad leatherette, stain and discoloration resistant premium fabric with three proofing, back & seat cover, injection molded with multiple composite material (pp), anti-impact, anti-aging. LEG-Made from top quality steel after precise pressing and welding and gone through procedures of polishing anti-rusting, phosphating, spraying and powder coating with PP side pads by injection molding in one time, Cushion recovery-spring or gravity returning mechanism, Screw-Steel hexagon socket cap screws and expanding nut		24 units						
5	Bench Chair metal frame (150L x 30/40D x 45 overall height) seat cushion made up of high-density foam in fully upholstered leatherette finish		12 units						
6	Conference Table: (120L x 70W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management		16 units						
7	Conference Table: Collapsible, 4 units (120L x 60W x 75H cm), 2 units (140L x 60W x 75H cm), 3/4"thk marine plyboard with HPL laminated top woodgrain finished panel leg with modesty and wire management		6 units						
8	Executive Table: 3/4"thk , marine ply board with HPL laminated top woodgrain finished panel leg with modesty and side table cabinet (main table:150L x 70W x 75H cm), side table cabinet-120L x 75H cm panel leg finish		14 units						
9	Half Glass laminated panel door (180H x 90W cm), 4.5cm thickness with raceway		1 unit						
10	Half Glass laminated partition (180H x 126.2W cm), with raceway		2 units						
11	Half Glass laminated partition (180H x 90W cm), with raceway		1 unit						
12	High Cabinet, 3/4' thk plyboard with HPL laminated top woodgrain finished (167W x 75D x 250H cm)		1 unit						
13	Office Table with top glass made of special wood laminated particle with 4 drawers (35.5' x 59')		1 unit						
14	Open Shelf Hanging Cabinet, 3/4" thk, marine plyboard with HPL laminated top woodgrain finished with sliding glass door (100W x 45D x 90Hcm)		12 units						

15	Ottoman chair leatherette finish (3 units, 50L x 40H x cm), 2 units, 50L x 60W 40H curve design)		3 units						
16	Partition Door Half Glass laminated (180H x 90W cm), with raceway		1 unit						
17	Podium clear acrylic with Tabaco Logo Sticker		2 units						
18	sofa: 6 seaters armrest & back padded foam & upholstered in chenille texture fabric, l137 x w81 x h91cm		2 units						

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

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

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

Duly authorized to sign the Bid for and on 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]*

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### 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 an 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 conformance 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, *[Name of the bidder]* agrees to *[state the object of the contract]* by his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum under the terms of the Bidding.

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

<i>[Insert Name and Signature]</i>	<i>[Insert Name and Signature]</i>
<i>[Insert Signatory's Legal Capacity]</i>	<i>[Insert Signatory's Legal Capacity]</i>
<i>for:</i>	<i>for:</i>
<i>[Insert Procuring Entity]</i>	<i>[Insert Name of Supplier]</i>

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

**THE FOLLOWING PAGES ARE THE**  
**MARKINGS FOR EACH ENVELOPE:**

**3 Copies: Original, Copy 1, and Copy 2**

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

**NAME OF THE CONTRACTOR**  
**ADDRESS OF THE CONTRACTOR**

**ERIBERTO LEROY C. BERCES III**  
**BAC CHAIRMAN**  
**LGU-TABACO CITY**

**ORIGINAL - TECHNICAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,**  
**SP-VMO, TABACO CITY**  
**CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**



NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**ORIGINAL – FINANCIAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**ORIGINAL BID**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

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ADDRESS OF THE CONTRACTOR

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

**COPY NO. 1 - TECHNICAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

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ADDRESS OF THE CONTRACTOR

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LGU-TABACO CITY**

**COPY NO. 1 – FINANCIAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

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ADDRESS OF THE CONTRACTOR

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

**COPY NO. 1**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2 - TECHNICAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2 – FINANCIAL COMPONENT**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

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

**COPY NO. 2**

**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**



NAME OF THE CONTRACTOR  
ADDRESS OF THE CONTRACTOR

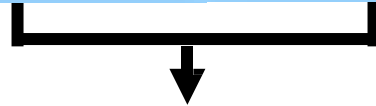
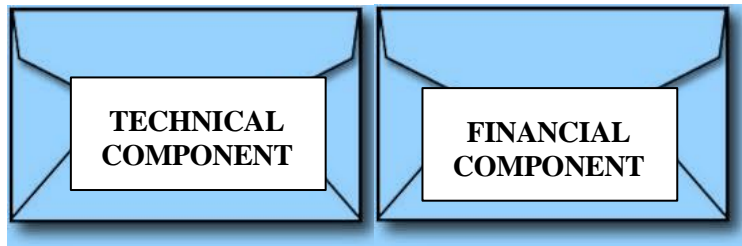
**TO: THE BIDS AND AWARDS COMMITTEE  
LGU-TABACO CITY**

# **BID PROPOSAL**

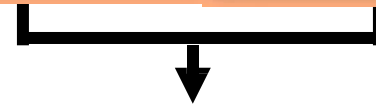
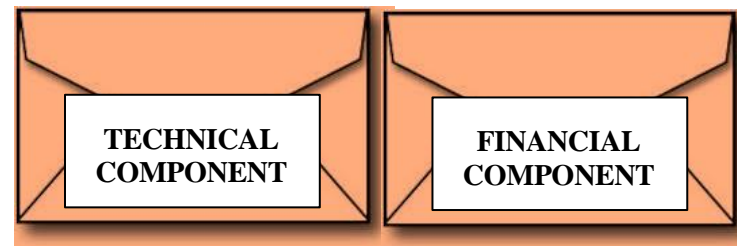
**SUPPLY AND INSTALLATION OF OFFICE FURNITURE,  
SP-VMO, TABACO CITY  
CONTRACT ID NO. 012-010-2025-GOODS-PB-Office Furniture**

**DO NOT OPEN BEFORE 08 DECEMBER 2025, 9:30AM**

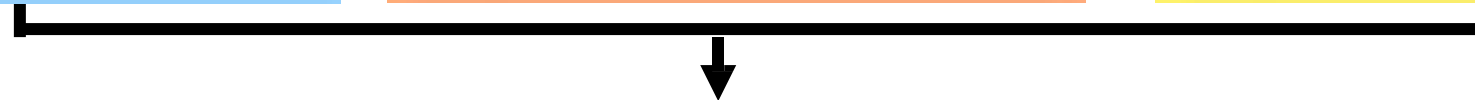
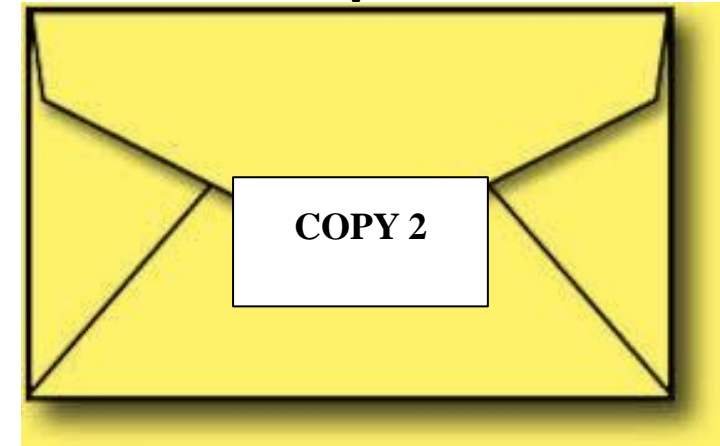
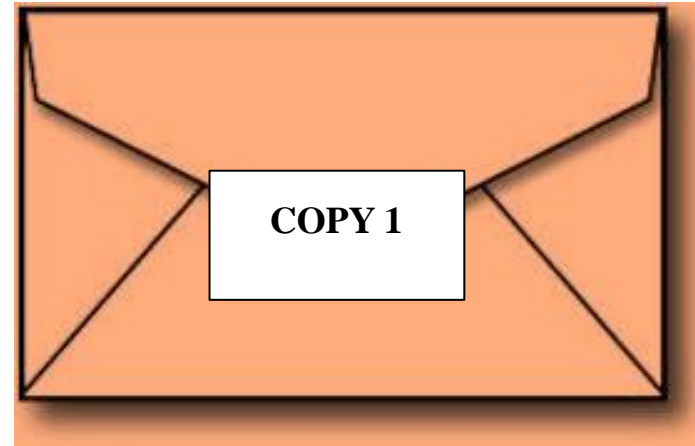
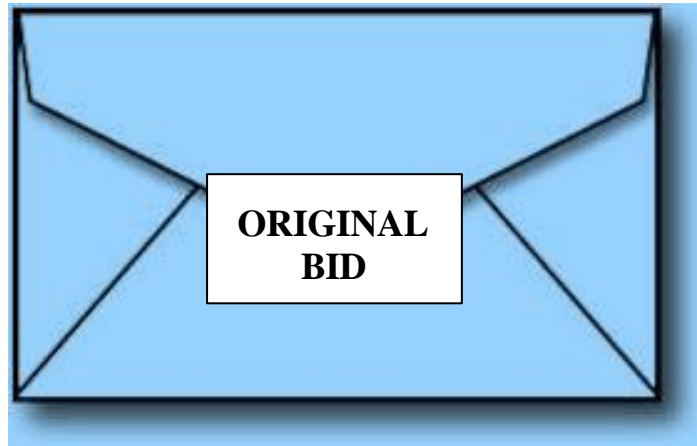
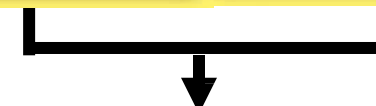
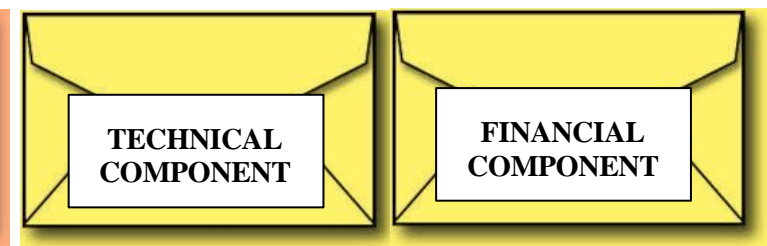
**ORIGINAL**



**COPY 1**



**COPY 2**



**Guidelines on  
SEALING OF BIDS**

