



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

## Procurement of Various Office Supplies

**PR NO. CONSO-21-OS -12**

Government of the Republic of the Philippines

Sixth Edition  
July 2020

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





**QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES**



May 06, 2021

**INVITATION TO BID**

ITEM NO.	P.R./PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1	CMO-21-PCP-09	OFFICE OF THE CITY MAYOR	COVID KIT	P 91,299,600.00	GENERAL FUND	30 CAL. DAYS
2	CMO-21-PCP-11	OFFICE OF THE CITY MAYOR	ADULT HYGIENE KIT	P 50,448,003.39	GENERAL FUND	30 CAL. DAYS
3	CMO-21-VEHICLE-07	OFFICE OF THE CITY MAYOR	EMERGENCY RESCUE VEHICLE	P 7,712,500.00	GENERAL FUND	45 CAL. DAYS
4	GF-21-02-00141	OFFICE OF THE CITY MAYOR	MOTOR VEHICLE (PICK-UP TYPE)	P 1,683,500.00	GENERAL FUND	30 CAL. DAYS
5	GF-21-02-00147	OFFICE OF THE CITY MAYOR (QCDRRMO)	COVID KIT	P 18,600,000.00	GENERAL FUND	30 CAL. DAYS
6	GF-21-03-00193	OFFICE OF THE CITY MAYOR (SOCIAL SERVICES DEVELOPMENT)	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS AND FURNITURE (MOLAVE)	P 3,352,370.20	GENERAL FUND	30 CAL. DAYS
7	GF-21-04-00217	OFFICE OF THE CITY MAYOR (SOCIAL SERVICES DEVELOPMENT)	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND	P 40,151,631.15	GENERAL FUND	90 CAL. DAYS
8	GF-20-2C-BCRD	BARANGAY AND COMMUNITY RELATION DEPARTMENT	MOTOR VEHICLE (MULTI-PURPOSE VEHICLE)	P 3,497,850.00	GENERAL FUND	30 CAL. DAYS
9	GF-20-10-01999	QUEZON CITY HEALTH DEPARTMENT	WHEELCHAIR	P 7,799,819.50	GENERAL FUND	15 CAL. DAYS
10	GF-21-01-00024	CITY GENERAL SERVICES DEPARTMENT	SUPPLY AND INSTALLATION OF FIXED GLASS PARTITION/SWING DOOR/PATCH FITTING DOOR AT 8 <sup>TH</sup> AND 9 <sup>TH</sup> FLOOR AND GSD WAREHOUSE	P 4,765,414.29	GENERAL FUND	30 CAL. DAYS
11	CONSO-21-OS-12	VARIOUS DEPARTMENTS/ OFFICES	VARIOUS OFFICE SUPPLIES	P5,143,783.93	GENERAL FUND	30 CAL. DAYS
12	CONSO-21-FOOD SUPPLIES-02B	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL/QUEZON CITY	FOOD SUPPLIES	P 23,398,803.00	GENERAL FUND	1 YEAR

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund* of various years intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects/Purchase Request numbers*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund* of various years intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects/Purchase Request numbers of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for *Various Projects*. Delivery of the Goods is required *as stated above*. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

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.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Friday, May 07, 2021** 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.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person.*

**STANDARD RATES:**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
  2. Document Request List (DRL)
  3. Authorization to Purchase Bidding Documents
    - 3.1 Corporate Secretary Certificate (for corporation)
    - 3.2 Special Power of Attorney (for single proprietorship)
  4. Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on 10:00 A.M. of **Friday, May 14, 2021** at, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.
- Topic: BAC-GOODS Pre Bid Conference Meeting  
 Join Zoom Meeting  
<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>
- Meeting ID: 848 3500 2246  
 Passcode: 154733
7. Bids must be duly received by the BAC Secretariat through manual submission at the 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before 11:00 A.M. of **Thursday, May 27, 2021**. 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 1:00 P.M. of **Thursday, May 27, 2021** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The *Quezon City Local Government* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**ATTY. DOMINIC B. GARCIA**

OIC, Procurement Department

2<sup>nd</sup> Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)

Tel. No. (02)8988-4242 loc. 8506/8710

Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

**(Sgd.) ROWENA T. MACATAO**  
Chairperson, QC-BAC-Goods and Services

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **Procurement of Various Office Supplies** with identification number **CONSO-21-OS-12**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of **Three Hundred Thirty-Seven (337) 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 **2021** in the amount of **FIVE MILLION ONE HUNDRED FORTY THREE THOUSAND SEVEN HUNDRED EIGHTY THREE PESOS & 93/100 (Php5,143,783.93)**.

OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)	P223,349.70
QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	P137,820.20
ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	P1,059,610.00
BARANGAY AND COMMUNITY RELATION DEPARTMENT	P42,655.66
PUBLIC EMPLOYMENT SERVICE OFFICE	P147,916.84
CITY LEGAL DEPARTMENT	P13,500.00
QUEZON CITY UNIVERSITY	P264,179.56
CITY ACCOUNTING DEPARTMENT	P420,160.00
BUSINESS PERMIT AND LICENSING DEPARTMENT	P464,000.00
CITY BUDGET DEPARTMENT	P44,615.00
QUEZON CITY VETERINARY DEPARTMENT	P104,330.50
PROCUREMENT DEPARTMENT	P106,425.95
OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	P22,580.08
DEPARTMENT OF ENGINEERING	P654,801.00
MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	P82,897.35
OFFICE OF COUN. MA. VICTORIA C. PILAR	P57,923.20
CIVIL REGISTRY DEPARTMENT	P623,380.00
QUEZON CITY PUBLIC LIBRARY	P673,638.23

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

### **3. Bidding Requirements**

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

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

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

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

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

### **5. Eligible Bidders**

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated

through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine



currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time through manual submission 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.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. 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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. A single contract similar to <b>the item/s to be bid</b> and must be at least <b>TWENTY-FIVE percent (25%)</b> of the ABC.</li> <li>b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon 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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php102,875.68</b> or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php257,189.20</b> or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> <li>• No additional requirement.</li> </ul>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ul style="list-style-type: none"> <li>• No additional requirement</li> </ul>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## 5. Warranty

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

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

## **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</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: <i>Select appropriate requirements and delete the rest.</i></p> <ol 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> </ol>
	<ol style="list-style-type: none"> <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> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></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 procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are 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 a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</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 points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>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></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>[If partial payment is allowed, state] “The terms of payment shall be as follows:  _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i></p>

## *Section VI. Schedule of Requirements*

**Project Name: Procurement of Various Office Supplies**  
**Purchase Request No. CONSO-21-OS-12**

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

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks/Months
	<b>OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
1	Paper bond, A4, 70gsm	Ream	50	
2	Paper bond, legal, 70gsm	Ream	50	
3	Ballpen, fine point, black	Piece	500	
4	Ballpen, fine point, blue	Piece	140	
5	Ballpen, fine point, red	Piece	50	
6	Tape, transparent 1 inches	roll	500	
7	Correction tape, 5mmx6m	Piece	350	
	<b>QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
8	Ball pen- regular (Assorted color) 3's/pack	Pack	100	
9	Ball pen, regular black, piece	Piece	215	
10	Ball pen, regular blue, piece	Piece	100	
11	Colored paper, assorted color, 8.5 x 11 inches, 25's/pack	Pack	60	
12	Crayon, 24s/box, non-toxic	Box	325	
13	Crayon, 8pcs/pack, 8s/pack	Pack	75	
14	Crepe Paper, Assorted Color	Piece	150	
15	Glue gun, 20w, piece	Piece	5	
16	Glue stick, hot melt, 10's/pack	Pack	10	
17	Illustration Board, (30"x40") 1 whole, 760mm x 1000mm, 860gsm, 1.30mm thickness,	Piece	124	

	double face (black and white), smooth finish			
18	Manila paper, 10 sheets per pack	Pack	35	
19	Metallic foil, Assorted color, gold silver, red and green	Piece	100	
20	Oil pastel, 16 colors/box	Box	30	
21	Paper Intermediate Pad, 80 leaves, 200mm x 248 mm, 3 pads/pack	Pack	300	
22	Specialty board paper (color, cream) 220gsm letter size	Piece	60	
23	Writing Notebook, 80 leaves	Piece	600	
	<b>ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
24	Adding Machine Tape, Roll type compatible with existing adding machine 4 rolls/pack	Pack	50	
25	Automatic Date Stamp	Piece	2	
26	Ballpen, super w/ grip black 0.5mm thickness pen	Piece	2000	
27	Calculator Compact Electronic, Desktop type, 14 digits, regular percentage calculations, extra large display, decimal selector, solar powered when lights is sufficient, battery powered when light is insufficient	Unit	35	
28	Carbonless Continuous form, blank continuous computer paper, carbonless, white or colored, duplicate copy, 9 1/2 inches Width (including engagement holes), 11 inches length, 250 sets of 4-part, 9.5 inches x 11 inches forms, 70 gsm paper weight	Box	50	
29	Carbon Film, legal 100pcs./box	Box	20	
30	Cartolina, assorted color, baby pink, orange, line green, 50pcs per color	Piece	150	

31	Clip, backfold, 32mmv	Box	50	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
32	Clip, backfold, 50mm	Box	50	
33	Clipboard, lawanit type, brown	Piece	50	
34	Corkboard, 2ft. x 4ft., with plywood	Piece	8	
35	Corkboard, 3ft. x 5ft., with plywood	Piece	5	
36	Correction pen quick dry, muti purpose, metal tip	Piece	100	
37	Correction Tape, 5mm x 8m	Piece	300	
38	Cutter Blade, heavy duty, 10pcs per tube	Tube	30	
39	Cutter knife, heavy duty	Piece	50	
40	Data File box, made with chipboard, with closed ends	Piece	200	
41	Data Stamp Pad, All in one roller date stamp for office (12 selections)	Piece	20	
42	Dating and Stamping Machine, good quality	Piece	20	
43	Envelope, mailing white 500/pack	Box	5	
44	Envelope, documentary legal, 500 pieces per box	Box	30	
45	Envelope, Expanding, legal, assorted color	Box	10	
46	Eraser, felt, for blackboard/whiteboard	Box	10	
47	Eraser, rubber	Piece	20	
48	Fastener, plastic	Piece	150	
49	Folder Pressboard, legal	Box	10	
50	Folder Tagboard-Legal size, 100pcs/pack	Pack	50	
51	Glue stick, Non Toxic, acid free, washable (not for glue gun) 22gms	Bottle	50	

52	Index Card, 3x5 inches, 100s/pack	Pack	20	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
53	Index Card, 4x6 inches, 100s/pack	Pack	20	
54	Index Card, 5x8 inches, 100s/pack	Pack	45	
55	Marker Fluorescent, 3 colors per set	Set	100	
56	Marker Permanent, brod tip, black	Piece	150	
57	Marker Permanent, fine bold, bullet type, black	Piece	150	
58	Marker Whiteboard, black	Piece	200	
59	Note Pad Sticky, 3 "x3", 100sheets per pad, multi color	Pad	100	
60	Paper clip, stainless, 50mm, 100s/box	Box	150	
61	Paper clip, stainless, 33mm, 100s/box	Box	150	
62	Paper Multicopy, legal, 80gsm	Ream	1000	
63	Paper Multicopy, A4, 80gsm	Ream	1050	
64	Pencil no. 2 with black lid medium yellow, 12pcs/box	Box	50	
65	Photo paper-glossy, 20 sheets/pack, 230gsm high waterproof glossy photopaper, A4 size	Pack	20	
66	Puncher, heavy duty with two hole guide, 1 piece in individual box	Piece	20	
67	Push pin, flat head type, assorted colors, 100pieces/box	Box	50	
68	Record book, Big 500 pages, size: 7 inches x 11.25mm	Piece	1000	
69	Rubber band, 38mm x 1.2mm x 1.2mm, 86pcs./box	Box	200	
70	Sharpener with rotating lever, has a rotating blade for easy sharpening with receptacle for	Piece	10	

	pencil, shavings with metal clams			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
71	Sign pen, ball needle point liquid gel, sign pen 0.5, black	Piece	50	
72	Stamp, Certified True Copy with sign and date at the middle , round standard size	Piece	10	
73	Stamp, Received with date, time and logo of RMBGH, standard size	Piece	10	
74	Stamp pad, felt pad, min 60mm x 100mm	Piece	20	
75	Stamp pad ink, black and red, 50ml with applicator	Bottle	20	
76	Staple remover, plier type	Piece	50	
77	Staple Wire, Standard #35, 5000s/box	Box	300	
78	Stapler, standard type, heavy duty	Piece	20	
79	Sticker Paper, water proof A4, white 10s/pack inkjet friendly	Pack	40	
80	Sticker Paper-neon color, fluorescent , assorted color, 8.5 x 11 inches, fluorescent green, orange, yellow, pink, red, 10s/pack	Pack	50	
81	Tape Dispenser, table top, 24mm	Piece	20	
82	Tape Double Sided, 18mm x 10m	Piece	40	
83	Tape Masking, 1inch (24mm)	Roll	200	
84	Tape Masking, 2inches (48mm)	Roll	200	
85	Tape Transparent, 1inch (24mm)	Roll	500	
86	Tape Transparent, 2inches (48mm)	Roll	200	
87	Thumb tacks, short flat headed pin, 100s/box	Box	30	



	<b>BARANGAY AND COMMUNITY RELATION DEPARTMENT</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
88	Ballpen, Black, fine point	Piece	500	
89	Envelope, Expanding, plastic with handle, long	Piece	250	
	<b>PUBLIC EMPLOYMENT SERVICE OFFICE</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
90	NOTEPAD, Stick on, 50mm x 76 mm (2" x 3") min	pad	5	
91	NOTEPAD, Stick on, 76 mm x 100mm (3" x 4") min	pad	10	
92	NOTEPAD, Stick on, 76mm x 76 mm (3" x 3") min	pad	5	
93	PAPER, MULTICOPY, 80 gsm, size:210mm X 297mm	reams	230	
94	PAPER, MULTICOPY, 80 gsm, size:216mm X 330mm	reams	235	
95	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	
96	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	
97	GLUE, all purpose, gross weight: 200 grams min	jar	10	
98	TAPE, TRANSPARENT, WIDTH: 24mm (+/-1mm)	roll	100	
99	THERMOGUN,	piece	1	
100	FLASH DRIVE, 16 GB capacity	piece	50	
101	CLIP, backfold, all metal, clamping: 19mm (-1mm)	box	10	
102	CLIP, backfold, all metal, clamping: 25mm (-1mm)	box	10	
103	CLIP, backfold, all metal, clamping: 32mm (-1mm)	box	10	
104	CLIP, backfold, all metal, clamping: 50mm (-1mm)	box	10	

105	CORRECTION TAPE, film base type, UL 6m min	piece	10	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
106	DATA FILE BOX, made of chipboard, with closed ends	piece	20	
107	DATA FOLDER, made of chipboard, tagila lock	piece	10	
108	ENVELOPE, expanding, kraftboard, for legal size doc	box	5	
109	ENVELOPE, expanding, plastic, 0.50mm thickness min	piece	50	
110	FASTENER, metal, 70mm between prongs	box	85	
111	FOLDER, tagboard, for legal size documents	pack	40	
112	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	40	
113	PENCIL, lead,, w/ eraser, wood cased, hardness: HB	box	20	
114	CUTTER KNIFE, for general purpose	piece	100	
115	PENCIL SHARPENER, manual, single cutter head	piece	2	
116	PUNCHER, paper, heavy duty, with two hole guide	piece	10	
117	SCISSORS, symmetrical, blade length:65mm min	pair	100	
118	STAPLER, standard type, load cap:200 staples min	piece	20	
119	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	Unit	1	
120	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	piece	50	
121	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	piece	25	
122	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	piece	20	
	<b>CITY LEGAL DEPARTMENT</b>			

123	Sign pen, Hi-tech point, V10/V7 grip (Black)	Piece	100	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
124	Sign pen, Hi-tech point, V10/V7, grip (blue)	Piece	50	
	<b>QUEZON CITY UNIVERSITY</b>			
125	Arch File Folder, 2 ring, 2" thickness, 7cm mechanism, legal	piece	8	
126	Ballpen, assorted(regardless of color)	piece	764	
127	Binding Cover, 8.5 x 13in,0.2mm, transparent	Pack	5	
128	Printing Calculator, Mini-printer, 12 digits, 1.6 line-per-second printing, Accessories:IR-40 (Ink Roll) Paper Width 2 ¼ Inch Weight: 340g	Unit	1	
129	Corkboard, thick resilient cork with plywood backing, 2ft. x 3ft.,	piece	3	
130	Photo Paper, 20 Sheet/Pack 4Rsize, 206gsm water proof, for all types of inkjet	Pack	2	
131	Plastic Cover – Thick, 90cm x 120cm #16	yard	20	
132	Ring Binder 2 inch thick, 3-hole size: 8.5 x 13	Piece	15	
133	Sign Pen-Green,	Piece	50	
134	Sticker paper, Paper matte, A4, white 10's	pack	23	
135	Cork Board, 18 x 24 inches with aluminum frame rubberized	Piece	1	
136	Illustration board, white color, various sizes	piece	6	
137	Photo papers, A4 sizes, glossy premium, inkjet-laser	Pack	10	
138	Plastic cover, 1 whole transparent plastic	Piece	10	

139	Calculator scientific, texas instruments	Unit	10	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
140	Sticker paper, A4 sizes, inkjet laser	Pack	3	
141	CD Recordable, minimum of 650MB/70 mins. Running time	piece	15	
142	CD Rewritable, high speed, 700MB/80 mins capacity	piece	15	
143	Document tray, 3 layer, flexible stacker, aluminum, black	Piece	11	
144	DVD Recordable, 16x speed, 4.7GB capacity	Piece	30	
145	DVD Rewritable, 4x speed, 4.7GB capacity	Piece	20	
146	Fingertip Moistener	Piece	22	
147	Glue instant, High solid acrylic liquid bonding agent for porous materials, no mixing needed dries clear	Tube	50	
148	Glue Padding, 250grams/bottle for binding	Bottle	10	
149	Index Card, 3 inches x 5 inches	pack	40	
150	Paper Mimeo, Long 8 1/2 inches x 13 inches, 70gsm	Ream	15	
151	Photopaper, Glossy photopaper 20's A4 (210x297mm) 200 gsm suitable for all modern inkjet	Pack	30	
152	Plastic Cover, printer plastic clear cover, gauge #4 #5 & #6 (Length: 50 meters)- (Width: 1.2 meters or 48 inches	Roll	5	
153	Push Pin, flat head type, assorted colors, 100 piece per box	Box	49	
154	Special paper, 8 1/2 inches x 11 inches, S-20 with design print, good quality , 10 sheets/pack	Pack	100	
155	Special paper, 8 1/2 inches x 13 inches, 100gsm, 10's/pack	Pack	30	

156	Special paper 9 x 12 ", ifex tar paper, 23x35 customize cut to 9x12 yields 5 sheets	Sheets	500	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
157	Stapler wire binder, for heavy duty stapler, 1000 staples 23/13	Box	10	
158	Stapler wire binder, for heavy duty stapler, 1000 staples 23/17	Box	10	
159	Stapler wire binder, for heavy duty stapler, 1000 staples 23/18	Box	10	
160	Stapler wire binder, for heavy duty stapler, 1000 staples 23/24	Box	10	
161	Stapler Long Reach, Long Arm #35	Piece	5	
162	Sticker Paper, A4, white 10s/pack	Pack	20	
163	Storage box with lid, Black legal	Piece	3	
164	Tape Double sided, All weather, heavy duty, 24mm x 2.0m	Roll	10	
165	Specialty board, A4 200gsm board, 25pcs/pack	Pack	8	
166	Specialty Paper, A4 110gsm paper, 10pcs/pack	Pack	7	
	<b>CITY ACCOUNTING DEPARTMENT</b>			
167	Ballpen, red, fine point	Piece	150	
168	Ballpen, black, fine point	Piece	4242	
169	Ballpen, green, fine point	Piece	4000	
170	Sign pen, gel pen, color green	Piece	820	
171	Correction pen, multi purpose, quick dry, metal tip	Piece	149	
172	Ballpen, blue, fine point	Piece	25	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
	<b>BUSINESS PERMIT AND LICENSING DEPARTMENT</b>			
173	Envelope, Documentary, Long	Box	500	

	<b>CITY DEPARTMENT</b>	<b>BUDGET</b>			
174	Ball pen, fine point (regardless of ink color)		Piece	300	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
175	Cartolina, white, 20 piece per pack		Pack	20	
176	Clip, Bulldog 73mm (3inches)		Piece	50	
177	Columnar Notebook, 20 columns at 46 rows, 50 leaves		Book	100	
178	Illustration Board, 30 x 40 inches		Piece	20	
179	Plastic Cover, 4mm thickness		Meter	100	
180	Push pin, Flat head type, assorted colors, 100 pieces per case		Case	6	
181	Ring Binder, Plastic 12.52mm x 1.12mm, 80 rings assorted colors 10pcs/bdl.		Bundle	40	
182	Ring Binder, Plastic, 25mm x 1.12mm, 80 rings		Bundle	41	
183	Ring Binder, Plastic, 50mm x 1.12mm, 80 rings		Bundle	40	
	<b>QUEZON VETERINARY DEPARTMENT</b>	<b>CITY</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
184	Paper Multicopy, A4, 80gsm		Ream	65	
185	Paper Multicopy, (Legal), 80gsm		Ream	180	
186	Marker Whiteboard, bullet type, black		Piece	10	
187	Folder, tagboard legal size		Pack	5	
188	Paper Clip, vinyl/plastic coat length: 48mm, 100 pieces per box		Box	10	
189	Rubber band, 70mm min lay flat length (#18)		Box	15	
190	Stamp Pad Ink, Violet, 50ml		Bottle	15	

191	Metal Ink, used numbering machine, color blue, 28g (1 oz.), content blue: 15:4 3%, varnish-16%\$, mineral oil-6.9% dispersant- 2%	Bottle	6	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
192	Tape Masking, 2 inches 48mm	Roll	20	
193	Transparent Tape, 2 inches 48 mm	Roll	20	
194	Glue All purpose, 200grams	Jar	5	
195	Ruler, Plastic, 18 inches	Piece	10	
196	Carbon Paper, blue carbon paper, size: long, 100pcs per box	Box	50	
197	Clip Board, clip board wooden type, size: long 9x3 inches	Piece	50	
198	Log book, 200 pages, measurement: 5.5 inches x 8.5 inches	Piece	100	
199	Flashdrive USB, 16GB	Piece	10	
	<b>PROCUREMENT DEPARTMENT</b>			<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
200	Flash Drive, 64 GB	Piece	7	
201	Flash Drive, 64GB, Ultra USB 3.0	Piece	15	
202	Marker, Fluorescent, different colors	Piece	15	
203	Folder, Tagboard, Legal size, 50 pieces per pack	Pack	30	
204	Folder, Pressboard, size: 240mm x 370mm, Legal documents	Pack	35	
205	Puncher, heavy duty, with two hole guide	Piece	15	
206	Stapler for No. 35, 20 sheets, Full strip metal, black	Piece	15	
207	Staple Wire for No. 35 stapler, 5000 per box	Box	20	

208	Battery, Max Alkaline Power Seal AAA, 2 pieces per pack	Pack	30	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>	
209	Ball pen, Ball point 0.5mm, black	Piece	100		
210	Ball pen, Ballpoint 0.5mm, Blue	Piece	100		
211	Ball pen, Ballpoint 0.5mm, Red	Piece	50		
212	Sharpener, Top table, Sharpener, Pencil, Heavy duty	Piece	15		
213	Scissor, Stainless Steel with Plastic Handle	Piece	30		
214	Scissor, Stainless Steel with Plastic Handle, 5 in Pointed Universal	Piece	30		
215	Correction Pen, Liquid Paper, metal tip, 7ml	Piece	30		
216	Eraser, Rubber, Black Dust Free	Piece	40		
217	Index Card, 5 inches x 8 inches, 100 pieces per pack	Pack	30		
219	Glue Stick, 6 grams	Piece	15		
	<b>OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)</b>				<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
220	Battery, size AAA, alkaline, 2 pcs./packet	Pack	20		
221	Battery, size AA, alkaline, 2 pcs./packet	Pack	20		
222	Correction pen, Quick dry multi purpose, metal tip	Jar	5		
223	Correction tape 6 meters (min) 1 piece in individual plastic	Piece	15		
224	Folder Pressboard, Legal size	Box	4		
225	Folder Tagboard, Legal size	Pack	5		
226	Marker, Permanent, black	Piece	20		
227	Marker, Permanent, blue	Piece	20		
228	Plastic L-type Colored Folder	Piece	300		



229	Paper Parchment A4- size 80gsm, 100 sheets per pack	Pack	10	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>	
230	Photo paper glossy A4 high premium glossy A4, 25s/pack	Pack	10		
231	Specialty Paper 100gsm, 8.5 inches x 11 inches, short special paper, 100 gsm, 10/pack	Pack	15		
232	Specialty Paper 80gsm, 10gsm 8.5 inches x 13 inches	Pack	15		
233	Specialty Paper 90 gsm, 8 1/2 inches x 13 inches, 90 gsm 10s/pack	Pack	15		
234	Specialty Paper S-20 8 1/2 inches x 13 inches green color, S- 20 w/print, Good quality	Pack	10		
235	Sign pen, black	Piece	10		
236	Sign pen, green	Piece	10		
237	Sign pen, red	Piece	10		
238	Record book, 300 pages	Piece	5		
239	Tape Masking, 1 inches 48mm, 50 meters length	Roll	15		
240	Tape Masking, 2 inches 24mm, 50 meters length	Roll	15		
	<b>DEPARTMENT OF ENGINEERING</b>				<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
241	Folder, plastic, long transparent, with slide	Piece	100		
242	Ball pen- Gel Pen, fine point (ballpen), blue	Piece	2000		
243	Ball pen- Gel Pen, fine point (ballpen), black	Piece	3500		
244	Ball pen- Gel Pen, fine point (ballpen), red	Piece	800		
245	Bond Paper, Short, sub 20, 8 1/2 inches x 11 inches, 70 gsm	Ream	600		
246	Paper Bond-Legal (70gsm), sub20, 500 sheets per ream (colored ivory)	Ream	500		

247	Sign Pen- black, V7 grip, broad/large, 0.7mm	Piece	500	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
248	Sign Pen- blue, V7 grip, broad/large, 0.7mm	Piece	300	
249	Lead Refill for Mechanical Pencil 0.7mm, 12 pieces/tube	Tube	50	
250	Pencil-Mechanical 0.7mm, push type, 0.7mm lead	Piece	50	
251	Correction Tape- 5mm x 6m	Piece	700	
252	Marker, Permanent, broad tip, black	Piece	100	
253	Marker, Permanent, broad tip, blue	Piece	100	
254	Marker, Permanent, broad tip, red	Piece	50	
255	Envelope Expanding- 100s/Box Brown color with rubber strap	Box	10	
256	Photo Paper-Glossy, High premium Glossy, A4, 25s/pack	Pack	20	
257	Sticker Paper White, A4, 10s/pack	Pack	25	
258	Vellum Board Short, 8 ½ inches x 11 inches, any color, 10s/pack	Pack	50	
259	Tracing Paper, 36 inches x 50 yards roll, 80/85 gsm with 2 inches core, Transparent, Natural and high quality tracing paper, Compatible with all inkjet and laser printers	Roll	10	
260	Pen, Fineliners, 0.40mm (12 colors, 12pcs./set	Set	10	
<b>MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT</b>				
261	Marker, fluorescent, 3 color/set	Set	30	
262	Marker, whiteboard, black	Piece	30	
263	Marker, whiteboard, blue	Piece	30	
264	Marker, permanent, black	Piece	30	

265	Marker, permanent, blue	Piece	30	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
266	Note Pad, 2 inches x 3 inches, 100 sheet pad	Pad	20	
267	Note Pad, 2 inches x 4 inches, 100 sheet pad	Pad	20	
268	Paper, Multi-Purpose (Copy) A4, 70gsm	Ream	120	
269	Paper, Multicopy, A4, 80gsm	Ream	120	
270	Paper, Multi-Purpose (Copy), Legal size, 70gsm	Ream	120	
271	Paper, Multi-Copy, Legal size, 80gsm	Ream	120	
272	Pad Paper, ruled, 216mm x 330mm, 90 sheets/pad	Pad	5	
273	Fastener for paper, metal, 50 sets/box	Box	30	
274	Paper Clip, gem type, jumbo, 48mm, 100s/box	Box	30	
275	Paper Clip, gem type, 32mm, 100s/box	Box	30	
276	Record Book, 300 pages, size: 214mm x 278mm min.	Book	50	
277	Record Book, 500 pages, size: 214mm x 278mm min	Book	40	
278	Rubber Band, 70mm min lay flat length (#18)	Box	10	
279	Sign pen, black	Piece	40	
280	Sign pen, blue	Piece	40	
281	Stamp Pad Ink, Violet, 50ml	Piece	10	
282	Stamp Pad, felt pad, min 60mm x 100mm	Piece	10	
	<b>OFFICE OF COUN. MA. VICTORIA C. PILAR</b>			
283	Multi copy Paper, 80gsm, A4	Ream	100	
284	Multi copy Paper, 80gsm, 8.5 inches x 14 inches	Ream	320	

	<b>CIVIL REGISTRY DEPARTMENT</b>				
285	Paper Thermal, size: 80mm x 70mm	Roll	3,000	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>	
286	Register of Birth, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	Book	100		
287	Register of Marriage, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	Book	100		
288	Register of Death/Fetal Death, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	Book	100		
289	Register of Legal instrument, Maroon, 101 pages, W: 12.4 inches: L: 11.2 inches	Book	100		
290	Customized Chicago Screw Binder-Red, hardbound, heavy duty, 8 1/2 inches x 14 inches	Piece	200		
291	Customized Chicago Screw Binder-Blue, hardbound, heavy duty, 8 1/2 inches x 14 inches	Piece	200		
292	Customized Chicago Screw Binder-Green, hardbound, heavy duty, 8 1/2 inches x 14 inches	Piece	200		
	<b>QUEZON CITY PUBLIC LIBRARY</b>				<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
293	Blade for general purpose cutter	Tube	50		
294	Cartolina, assorted color, 20 pieces per pack	Pack	100		
295	Cartolina, white, 20pcs/pack	Pack	100		
296	Carbon, film, legal	Box	5		
297	Correction Tape, 8 meters (min), 1 piece in individual plastic	Piece	200		
298	Data File Box made with chipboard, with closed ends	Box	100		

299	Envelope expanding, kraftboard, for legal size documents, 100 pieces per box	Box	10	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
300	Envelope, documentary, legal	Box	100	
301	Envelope, mailing, white	Box	10	
302	Fastener for paper, metal, non-sharp edges	Box	100	
303	Folder, fancy, legal with slide	Bundle	100	
304	Glue all purpose, 200 grams	Jar	100	
305	Ink for stamp pad	Jar	50	
306	Marker, Fluorescent, 3 colors per set	Set	100	
307	Marker, permanent, bullet type, black	Piece	100	
308	Marker, permanent, bullet type, blue	Piece	100	
309	Note Book, Stenographer's, 40 leaves, spiral	Piece	100	
310	Note Pad, stick on, (2 inches x 3 inches), 100 sheets/pad	Pad	100	
311	Pad Paper, ruled, 216mm x 330mm	Pad	100	
312	Paper Clip, vinyl/plastic coated, 33mm	Box	100	
313	Paper Clip, vinyl/plastic coated 50mm	Box	100	
314	Paper, Multi copy, Legal Size, 70gsm	Ream	269	
315	Paper, parchment	Box	100	
316	Pencil, lead with eraser 12pcs./box	Box	100	
317	Puncher, for paper, heavy duty	Piece	20	
318	Record Book, 300 pages, size: 214mm x 278mm minimum	Book	150	
319	Ruler, plastic, 450mm	Piece	50	
320	Scissor symmetrical	Piece	50	

321	Sign pen, black	Piece	300	<b>Within Thirty (30) Calendar Days upon issuance of notice to proceed</b>
322	Sign pen, blue	Piece	300	
323	Sign pen, red	Piece	300	
324	Stamp pad, felt	Box	100	
325	Staple remover, plier type	Piece	50	
326	Staple Wire, Standard	Piece	50	
327	Stapler, standard type	Piece	50	
328	Tape, dispenser, table top	Piece	50	
329	Tape, masking, 24mm	Piece	200	
330	Tape, transparent, 24mm	Piece	200	
331	Book cards, 5 inches x 3 inches, white card	Piece	1000	
332	Book pockets, 5 inches x 3.5 inches for inserting book cards	Piece	10,000	
333	Card, 220gsm, A4, matte, 50 sheets/pack	Pack	100	
334	Glue, wood glue, water based, 1k/bottle	Bottle	50	
335	Plastic cover, gauge #5 L (50m/roll) W(1.2m)	Roll	20	
336	Sticker, paper, glossy, A4, complete with inkjet printer, 20 sheets/pack	Pack	20	
337	Board for binding, 0.5mm thickness	Piece	100	

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

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

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

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

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

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

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

# Technical Specifications

**Project Name: Procurement of Various Office Supplies**

**Purchase Request No. CONSO-21-OS-12**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.	<b>OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)</b>	
1	Paper bond, A4, 70gsm	
2	Paper bond, legal, 70gsm	
3	Ballpen, fine point, black	
4	Ballpen, fine point, blue	
5	Ballpen, fine point, red	
6	Tape, transparent 1 inches	
7	Correction tape, 5mmx6m	
	<b>QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)</b>	
8	Ball pen- regular (Assorted color) 3’s/pack	
9	Ball pen, regular black, piece	
10	Ball pen, regular blue, piece	
11	Colored paper, assorted color, 8.5 x 11 inches, 25’s/pack	
12	Crayon, 24s/box, non-toxic	



13	Crayon, 8pcs/pack, 8s/pack	
14	Crepe Paper, Assorted Color	
15	Glue gun, 20w, piece	
16	Glue stick, hot melt, 10's/pack	
17	Illustration Board, (30"x40") 1 whole, 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	
18	Manila paper, 10 sheets per pack	
19	Metallic foil, Assorted color, gold silver, red and green	
20	Oil pastel, 16 colors/box	
21	Paper Intermediate Pad, 80 leaves, 200mm x 248 mm, 3 pads/pack	
22	Specialty board paper (color, cream) 220gsm letter size	
23	Writing Notebook, 80 leaves	
	<b>ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL</b>	
24	Adding Machine Tape, Roll type compatible with existing adding machine 4 rolls/pack	
25	Automatic Date Stamp	
26	Ballpen, super w/ grip black 0.5mm thickness pen	
27	Calculator Compact Electronic, Desktop type, 14 digits, regular percentage calculations, extra large display, decimal selector, solar powered when lights is sufficient, battery powered when light is insufficient	
28	Carbonless Continuous form, blank continuous computer paper, carbonless, white or colored, duplicate copy, 9 1/2inches Width (including engagement holes), 11 inches length, 250 sets of 4-part, 9.5 inches x 11 inches forms, 70 gsm paper weight	
29	Carbon Film, legal 100pcs./box	
30	Cartolina, assorted color,baby pink, orange, line green, 50pcs per color	
31	Clip, backfold, 32mmv	

32	Clip, backfold, 50mm	
33	Clipboard, lawanit type, brown	
34	Corkboard, 2ft. x 4ft., with plywood	
35	Corkboard, 3ft. x 5ft., with plywood	
36	Correction pen quick dry, muti purpose, metal tip	
37	Correction Tape, 5mm x 8m	
38	Cutter Blade, heavy duty, 10pcs per tube	
39	Cutter knife, heavy duty	
40	Data File box, made with chipboard, with closed ends	
41	Data Stamp Pad, All in one roller date stamp for office (12 selections)	
42	Dating and Stamping Machine, good quality	
43	Envelope, mailing white 500/pack	
44	Envelope, documentary legal, 500 pieces per box	
45	Envelope, Expanding, legal, assorted color	
46	Eraser, felt, for blackboard/whiteboard	
47	Eraser, rubber	
48	Fastener, plastic	
49	Folder Pressboard, legal	
50	Folder Tagboard-Legal size, 100pcs/pack	
51	Glue stick, Non Toxic, acid free, washable (not for glue gun) 22gms	
52	Index Card, 3x5 inches, 100s/pack	
53	Index Card, 4x6 inches, 100s/pack	
54	Index Card, 5x8 inches, 100s/pack	
55	Marker Fluorescent, 3 colors per set	
56	Marker Permanent, brod tip, black	
57	Marker Permanent, fine bold, bullet type, black	
58	Marker Whiteboard, black	

59	Note Pad Sticky, 3 "x3", 100sheets per pad, multi color	
60	Paper clip, stainless, 50mm, 100s/box	
61	Paper clip, stainless, 33mm, 100s/box	
62	Paper Multicopy, legal, 80gsm	
63	Paper Multicopy, A4, 80gsm	
64	Pencil no. 2 with black lid medium yellow, 12pcs/box	
65	Photo paper-glossy, 20 sheets/pack, 230gsm high waterproof glossy photopaper, A4 size	
66	Puncher, heavy duty with two hole guide, 1 piece in individual box	
67	Push pin, flat head type, assorted colors, 100pieces/box	
68	Record book, Big 500 pages, size: 7 inches x 11.25mm	
69	Rubber band, 38mm x 1.2mm x 1.2mm, 86pcs./box	
70	Sharpener with rotating lever, has a rotating blade for easy sharpening with receptacle for pencil, shavings with metal clams	
71	Sign pen, ball needle point liquid gel, sign pen 0.5, black	
72	Stamp, Certified True Copy with sign and date at the middle , round standard size	
73	Stamp, Received with date, time and logo of RMBGH, standard size	
74	Stamp pad, felt pad, min 60mm x 100mm	
75	Stamp pad ink, black and red, 50ml with applicator	
76	Staple remover, plier type	
77	Staple Wire, Standard #35, 5000s/box	
78	Stapler, standard type, heavy duty	
79	Sticker Paper, water proof A4, white 10s/pack inkjet friendly	

80	Sticker Paper-neon color, fluorescent , assorted color, 8.5 x 11 inches, fluorescent green, orange, yellow, pink, red, 10s/pack	
81	Tape Dispenser, table top, 24mm	
82	Tape Double Sided, 18mm x 10m	
83	Tape Masking, 1inch (24mm)	
84	Tape Masking, 2inches (48mm)	
85	Tape Transparent, 1inch (24mm)	
86	Tape Transparent, 2inches (48mm)	
87	Thumb tacks, short flat headed pin, 100s/box	
	<b>BARANGAY AND COMMUNITY RELATION DEPARTMENT</b>	
88	Ballpen, Black, fine point	
89	Envelope, Expanding, plastic with handle, long	
	<b>PUBLIC EMPLOYMENT SERVICE OFFICE</b>	
90	NOTEPAD, Stick on, 50mm x 76 mm (2" x 3") min	
91	NOTEPAD, Stick on, 76 mm x 100mm (3" x 4") min	
92	NOTEPAD, Stick on, 76mm x 76 mm (3" x 3") min	
93	PAPER, MULTICOPY, 80 gsm, size:210mm X 297mm	
94	PAPER, MULTICOPY, 80 gsm, size:216mm X 330mm	
95	BATTERY, dry cell, AA, 2 pieces per blister pack	
96	BATTERY, dry cell, AAA, 2 pieces per blister pack	
97	GLUE, all purpose, gross weight: 200 grams min	
98	TAPE, TRANSPARENT, WIDTH: 24mm (+/-1mm)	
99	THERMOGUN,	
100	FLASH DRIVE, 16 GB capacity	
101	CLIP, backfold, all metal, clamping: 19mm (-1mm)	
102	CLIP, backfold, all metal, clamping: 25mm (-1mm)	
103	CLIP, backfold, all metal, clamping: 32mm (-1mm)	
104	CLIP, backfold, all metal, clamping: 50mm (-1mm)	

105	CORRECTION TAPE, film base type, UL 6m min	
106	DATA FILE BOX, made of chipboard, with closed ends	
107	DATA FOLDER, made of chipboard, tagila lock	
108	ENVELOPE, expanding, kraftboard, for legal size doc	
109	ENVELOPE, expanding, plastic, 0.50mm thickness min	
110	FASTENER, metal, 70mm between prongs	
111	FOLDER, tagboard, for legal size documents	
112	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
113	PENCIL, lead,, w/ eraser, wood cased, hardness: HB	
114	CUTTER KNIFE, for general purpose	
115	PENCIL SHARPENER, manual, single cutter head	
116	PUNCHER, paper, heavy duty, with two hole guide	
117	SCISSORS, symmetrical, blade length:65mm min	
118	STAPLER, standard type, load cap:200 staples min	
119	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	
120	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	
121	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	
122	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	
	<b>CITY LEGAL DEPARTMENT</b>	
123	Sign pen, Hi-tech point, V10/V7 grip (Black)	
124	Sign pen, Hi-tech point, V10/V7, grip (blue)	
	<b>QUEZON CITY UNIVERSITY</b>	
125	Arch File Folder, 2 ring, 2" thickness, 7cm mechanism, legal	
126	Ballpen, assorted(regardless of color)	
127	Binding Cover, 8.5 x 13in,0.2mm, transparent	

128	Printing Calculator, Mini-printer, 12 digits, 1.6 line-per-second printing, Accessories:IR-40 (Ink Roll) Paper Width 2 ¼ Inch Weight: 340g	
129	Corkboard, thick resilient cork with plywood backing, 2ft. x 3ft.,	
130	Photo Paper, 20 Sheet/Pack 4Rsize, 206gsm water proof, for all types of inkjet	
131	Plastic Cover – Thick, 90cm x 120cm #16	
132	Ring Binder 2 inch thick, 3-hole size: 8.5 x 13	
133	Sign Pen-Green,	
134	Sticker paper, Paper matte, A4, white 10's	
135	Cork Board, 18 x 24 inches with aluminum frame rubberized	
136	Illustration board, white color, various sizes	
137	Photo papers, A4 sizes, glossy premium, inkjet-laser	
138	Plastic cover, 1 whole transparent plastic	
139	Calculator scientific, texas instruments	
140	Sticker paper, A4 sizes, inkjet laser	
141	CD Recordable, minimum of 650MB/70 mins. Running time	
142	CD Rewritable, high speed, 700MB/80 mins capacity	
143	Document tray, 3 layer, flexible stacker, aluminum, black	
144	DVD Recordable, 16x speed, 4.7GB capacity	
145	DVD Rewritable, 4x speed, 4.7GB capacity	
146	Fingertip Moistener	
147	Glue instant, High solid acrylic liquid bonding agent for porous materials, no mixing needed dries clear	
148	Glue Padding, 250grams/bottle for binding	
149	Index Card, 3 inches x 5 inches	
150	Paper Mimeo, Long 8 1/2 inches x 13 inches, 70gsm	

151	Photopaper, Glossy photopaper 20's A4 (210x297mm) 200 gsm suitable for all modern inkjet	
152	Plastic Cover, printer plastic clear cover, gauge #4 #5 & #6 (Length: 50 meters)- (Width: 1.2 meters or 48 inches	
153	Push Pin, flat head type, assorted colors, 100 piece per box	
154	Special paper, 8 1/2 inches x 11 inches, S-20 with design print, good quality , 10 sheets/pack	
155	Special paper, 8 1/2 inches x 13 inches, 100gsm, 10's/pack	
156	Special paper 9 x 12 ", ifex tar paper, 23x35 customize cut to 9x12 yields 5 sheets	
157	Stapler wire binder, for heavy duty stapler, 1000 staples 23/13	
158	Stapler wire binder, for heavy duty stapler, 1000 staples 23/17	
159	Stapler wire binder, for heavy duty stapler, 1000 staples 23/18	
160	Stapler wire binder, for heavy duty stapler, 1000 staples 23/24	
161	Stapler Long Reach, Long Arm #35	
162	Sticker Paper, A4, white 10s/pack	
163	Storage box with lid, Black legal	
164	Tape Double sided, All weather, heavy duty, 24mm x 2.0m	
165	Specialty board, A4 200gsm board, 25pcs/pack	
166	Specialty Paper, A4 110gsm paper, 10pcs/pack	
	<b>CITY ACCOUNTING DEPARTMENT</b>	
167	Ballpen, red, fine point	
168	Ballpen, black, fine point	
169	Ballpen, green, fine point	
170	Sign pen, gel pen, color green	
171	Correction pen, multi purpose, quick dry, metal tip	

172	Ballpen, blue, fine point	
	<b>BUSINESS PERMIT AND LICENSING DEPARTMENT</b>	
173	Envelope, Documentary, Long	
	<b>CITY BUDGET DEPARTMENT</b>	
174	Ball pen, fine point (regardless of ink color)	
175	Cartolina, white, 20 piece per pack	
176	Clip, Bulldog 73mm (3inches)	
177	Columnar Notebook, 20 colums at 46 rows, 50 leaves	
178	Illustration Board, 30 x 40 inches	
179	Plastic Cover, 4mm thickness	
180	Push pin, Flat head type, assorted colors, 100 pieces per case	
181	Ring Binder, Plastic 12.52mm x 1.12mm, 80 rings assorted colors 10pcs/bdl.	
182	Ring Binder, Plastic, 25mm x 1.12mm, 80 rings	
183	Ring Binder, Plastic, 50mm x 1.12mm, 80 rings	
	<b>QUEZON CITY VETERINARY DEPARTMENT</b>	
184	Paper Multicopy, A4, 80gsm	
185	Paper Multicopy, (Legal), 80gsm	
186	Marker Whiteboard, bullet type, black	
187	Folder, tagboard legal size	
188	Paper Clip, vinyl/plastic coat length: 48mm, 100 pieces per box	
189	Rubber band, 70mm min lay flat length (#18)	
190	Stamp Pad Ink, Violet, 50ml	
191	Metal Ink, used numbering machine, color blue, 28g (1 oz.), content blue: 15:4 3%, varnish-16%\$, mineral oil-6.9% dispersant- 2%	
192	Tape Masking, 2 inches 48mm	
193	Transparent Tape, 2 inches 48 mm	



194	Glue All purpose, 200grams	
195	Ruler, Plastic, 18 inches	
196	Carbon Paper, blue carbon paper, size: long, 100pcs per box	
197	Clip Board, clip board wooden type, size: long 9x3 inches	
198	Log book, 200 pages, measurement: 5.5 inches x 8.5 inches	
199	Flashdrive USB, 16GB	
	<b>PROCUREMENT DEPARTMENT</b>	
200	Flash Drive, 64 GB	
201	Flash Drive, 64GB, Ultra USB 3.0	
202	Marker, Fluorescent, different colors	
203	Folder, Tagboard, Legal size, 50 pieces per pack	
204	Folder, Pressboard, size: 240mm x 370mm, Legal documents	
205	Puncher, heavy duty, with two hole guide	
206	Stapler for No. 35, 20 sheets, Full strip metal, black	
207	Staple Wire for No. 35 stapler, 5000 per box	
208	Battery, Max Alkaline Power Seal AAA, 2 pieces per pack	
209	Ball pen, Ball point 0.5mm, black	
210	Ball pen, Ballpoint 0.5mm, Blue	
211	Ball pen, Ballpoint 0.5mm, Red	
212	Sharpener, Top table, Sharpener, Pencil, Heavy duty	
213	Scissor, Stainless Steel with Plastic Handle	
214	Scissor, Stainless Steel with Plastic Handle, 5 in Pointed Universal	
215	Correction Pen, Liquid Paper, metal tip, 7ml	
216	Eraser, Rubber, Black Dust Free	
217	Index Card, 5 inches x 8 inches, 100 pieces per pack	

219	Glue Stick, 6 grams	
	<b>OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)</b>	
220	Battery, size AAA, alkaline, 2 pcs./packet	
221	Battery, size AA, alkaline, 2 pcs./packet	
222	Correction pen, Quick dry multi purpose, metal tip	
223	Correction tape 6 meters (min) 1 piece in individual plastic	
224	Folder Pressboard, Legal size	
225	Folder Tagboard, Legal size	
226	Marker, Permanent, black	
227	Marker, Permanent, blue	
228	Plastic L-type Colored Folder	
229	Paper Parchment A4- size 80gsm, 100 sheets per pack	
230	Photo paper glossy A4 high premium glossy A4, 25s/pack	
231	Specialty Paper 100gsm, 8.5 inches x 11 inches, short special paper, 100 gsm, 10/pack	
232	Specialty Paper 80gsm, 10gsm 8.5 inches x 13 inches	
233	Specialty Paper 90 gsm, 8 1/2 inches x 13 inches, 90 gsm 10s/pack	
234	Specialty Paper S-20 8 1/2 inches x 13 inches green color, S- 20 w/print, Good quality	
235	Sign pen, black	
236	Sign pen, green	
237	Sign pen, red	
238	Record book, 300 pages	
239	Tape Masking, 1 inches 48mm, 50 meters length	
240	Tape Masking, 2 inches 24mm, 50 meters length	
	<b>DEPARTMENT OF ENGINEERING</b>	

241	Folder, plastic, long transparent, with slide	
242	Ball pen- Gel Pen, fine point (ballpen), blue	
243	Ball pen- Gel Pen, fine point (ballpen), black	
244	Ball pen- Gel Pen, fine point (ballpen), red	
245	Bond Paper, Short, sub 20, 8 1/2 inches x 11 inches, 70 gsm	
246	Paper Bond-Legal (70gsm), sub20, 500 sheets per ream (colored ivory)	
247	Sign Pen- black, V7 grip, broad/large, 0.7mm	
248	Sign Pen- blue, V7 grip, broad/large, 0.7mm	
249	Lead Refill for Mechanical Pencil 0.7mm, 12 pieces/tube	
250	Pencil-Mechanical 0.7mm, push type, 0.7mm lead	
251	Correction Tape- 5mm x 6m	
252	Marker, Permanent, broad tip, black	
253	Marker, Permanent, broad tip, blue	
254	Marker, Permanent, broad tip, red	
255	Envelope Expanding- 100s/Box Brown color with rubber strap	
256	Photo Paper-Glossy, High premium Glossy, A4, 25s/pack	
257	Sticker Paper White, A4, 10s/pack	
258	Vellum Board Short, 8 ½ inches x 11 inches, any color, 10s/pack	
259	Tracing Paper, 36 inches x 50 yards roll, 80/85 gsm with 2 inches core, Transparent, Natural and high quality tracing paper, Compatible with all inkjet and laser printers	
260	Pen, Fineliners, 0.40mm (12 colors, 12pcs./set)	
	<b>MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT</b>	
261	Marker, fluorescent, 3 color/set	
262	Marker, whiteboard, black	
263	Marker, whiteboard, blue	

264	Marker, permanent, black	
265	Marker, permanent, blue	
266	Note Pad, 2 inches x 3 inches, 100 sheet pad	
267	Note Pad, 2 inches x 4 inches, 100 sheet pad	
268	Paper, Multi-Purpose (Copy) A4, 70gsm	
269	Paper, Multicopy, A4, 80gsm	
270	Paper, Multi-Purpose (Copy), Legal size, 70gsm	
271	Paper, Multi-Copy, Legal size, 80gsm	
272	Pad Paper, ruled, 216mm x 330mm, 90 sheets/pad	
273	Fastener for paper, metal, 50 sets/box	
274	Paper Clip, gem type, jumbo, 48mm, 100s/box	
275	Paper Clip, gem type, 32mm, 100s/box	
276	Record Book, 300 pages, size: 214mm x 278mm min.	
277	Record Book, 500 pages, size: 214mm x 278mm min	
278	Rubber Band, 70mm min lay flat length (#18)	
279	Sign pen, black	
280	Sign pen, blue	
281	Stamp Pad Ink, Violet, 50ml	
282	Stamp Pad, felt pad, min 60mm x 100mmm	
	<b>OFFICE OF COUN. MA. VICTORIA C. PILAR</b>	
283	Multi copy Paper, 80gsm, A4	
284	Multi copy Paper, 80gsm, 8.5 inches x 14 inches	
	<b>CIVIL REGISTRY DEPARTMENT</b>	
285	Paper Thermal, size: 80mm x 70mm	
286	Register of Birth, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	
287	Register of Marriage, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	
288	Register of Death/Fetal Death, Navy Blue, 101 pages, W: 12.4 inches: L: 11.2 inches	

289	Register of Legal instrument, Maroon, 101 pages, W: 12.4 inches: L: 11.2 inches	
290	Customized Chicago Screw Binder-Red, hardbound, heavy duty, 8 1/2 inches x 14 inches	
291	Customized Chicago Screw Binder-Blue, hardbound, heavy duty, 8 1/2 inches x 14 inches	
292	Customized Chicago Screw Binder-Green, hardbound, heavy duty, 8 1/2 inches x 14 inches	
	<b>QUEZON CITY PUBLIC LIBRARY</b>	
293	Blade for general purpose cutter	
294	Cartolina, assorted color, 20 pieces per pack	
295	Cartolina, white, 20pcs/pack	
296	Carbon, film, legal	
297	Correction Tape, 8 meters (min), 1 piece in individual plastic	
298	Data File Box made with chipboard, with closed ends	
299	Envelope expanding, kraftboard, for legal size documents, 100 pieces per box	
300	Envelope, documentary, legal	
301	Envelope, mailing, white	
302	Fastener for paper, metal, non-sharp edges	
303	Folder, fancy, legal with slide	
304	Glue all purpose, 200 grams	
305	Ink for stamp pad	
306	Marker, Fluorescent, 3 colors per set	
307	Marker, permanent, bullet type, black	
308	Marker, permanent, bullet type, blue	
309	Note Book, Stenographer's, 40 leaves, spiral	
310	Note Pad, stick on, (2 inches x 3 inches), 100 sheets/pad	
311	Pad Paper, ruled, 216mm x 330mm	
312	Paper Clip, vinyl/plastic coated, 33mm	

313	Paper Clip, vinyl/plastic coated 50mm	
314	Paper, Multi copy, Legal Size, 70gsm	
315	Paper, parchment	
316	Pencil, lead with eraser 12pcs./box	
317	Puncher, for paper, heavy duty	
318	Record Book, 300 pages, size: 214mm x 278mm minimum	
319	Ruler, plastic, 450mm	
320	Scissor symmetrical	
321	Sign pen, black	
322	Sign pen, blue	
323	Sign pen, red	
324	Stamp pad, felt	
325	Staple remover, plier type	
326	Staple Wire, Standard	
327	Stapler, standard type	
328	Tape, dispenser, table top	
329	Tape, masking, 24mm	
330	Tape, transparent, 24mm	
331	Book cards, 5 inches x 3 inches, white card	
332	Book pockets, 5 inches x 3.5 inches for inserting book cards	
333	Card, 220gsm, A4, matte, 50 sheets/pack	
334	Glue, wood glue, water based, 1k/bottle	
335	Plastic cover, gauge #5 L (50m/roll) W(1.2m)	
336	Sticker, paper, glossy, A4, complete with inkjet printer, 20 sheets/pack	
337	Board for binding, 0.5mm thickness	
<b>B.</b>	<b>Compliance to the Schedule of Requirements (Section VI)</b>	

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

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

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

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

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

*Technical Specifications Page 16 of 16*

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (f) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (g) 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**
- (h) Conformity with the Section VI (Schedule of Requirements), Section VII (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

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

**or**

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

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

- (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) 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).

Note:

1. Please refer to

[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B\\_pqpzAb62yucAbIR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing) for the following requirements:

- a. Computation of NFCC;
- b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
- c. Statement of Single Largest Completed Contract

2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:

- a. Bid Form;
- b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
- c. Bid Securing Declaration; and
- d. Omnibus Sworn Statement

