



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

PROJECT NO. CONSO-22-OSD-571

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.

Table of Contents

| | |
|--|-----------|
| Glossary of Acronyms, Terms, and Abbreviations | 4 |
| Section I. Invitation to Bid..... | 7 |
| Section II. Instructions to Bidders..... | 12 |
| 1. Scope of Bid | 13 |
| 2. Funding Information..... | 13 |
| 3. Bidding Requirements | 13 |
| 4. Corrupt, Fraudulent, Collusive, and Coercive Practices | 13 |
| 5. Eligible Bidders..... | 13 |
| 6. Origin of Goods | 14 |
| 7. Subcontracts | 14 |
| 8. Pre-Bid Conference | 14 |
| 9. Clarification and Amendment of Bidding Documents | 14 |
| 10. Documents comprising the Bid: Eligibility and Technical Components | 154 |
| 11. Documents comprising the Bid: Financial Component | 15 |
| 12. Bid Prices | 15 |
| 13. Bid and Payment Currencies | 16 |
| 14. Bid Security | 16 |
| 15. Sealing and Marking of Bids | 16 |
| 16. Deadline for Submission of Bids | 17 |
| 17. Opening and Preliminary Examination of Bids | 17 |
| 18. Domestic Preference | 17 |
| 19. Detailed Evaluation and Comparison of Bids | 17 |
| 20. Post-Qualification | 18 |
| 21. Signing of the Contract | 18 |
| Section III. Bid Data Sheet | 19 |
| Section IV. General Conditions of Contract | 22 |
| 1. Scope of Contract | 23 |
| 2. Advance Payment and Terms of Payment | 23 |
| 3. Performance Security | 23 |
| 4. Inspection and Tests | 23 |
| 5. Warranty | 23 |
| 6. Liability of the Supplier | 24 |
| Section V. Special Conditions of Contract | 25 |
| Section VI. Schedule of Requirements | 29 |
| Section VII. Technical Specifications | 35 |
| Section VIII. Checklist of Technical and Financial Documents | 30 |

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**



INVITATION TO BID

April 4, 2022

| | P.R. / PROJECT NO. | OFFICE | PROJECT NAME | AMOUNT | SOURCE OF FUND | DELIVERY PERIOD |
|----|------------------------------|---|---|------------------|----------------|-----------------|
| 1 | OCM-22-TA-479 | OFFICE OF THE CITY MAYOR | FLORAL WREATH | P 7,168,500.00 | GF | 3 MONTHS |
| 2 | OCM-22-PS2-333 | OFFICE OF THE CITY MAYOR | PRINTING OF COVID-19 HANDBOOK AND OTHERS | P 11,450,000.00 | GF | 30 CD |
| 3 | OCM-22-PHB-294B | OFFICE OF THE CITY MAYOR | TRANSPARENT WATERPROOF BAG | P 11,099,970.00 | GF | 30 CD |
| 4 | OCM(GAD)-22-OE-289B | OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE) | DESKTOP COMPUTER AND OTHERS | P 1,052,275.00 | GF | 30 CD |
| 5 | OCM(GAD)-22-PS2-330 | OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE) | PRINTING OF QC GAD NEWSLETTER AND OTHERS | P 2,148,800.00 | GF | 8 MONTHS |
| 6 | OCM(HRMD)-22-OE-268 | OFFICE OF THE CITY MAYOR (HUMAN RESOURCE MANAGEMENT DEPARTMENT) | SERVER | P 1,755,000.00 | GF | 30 CD |
| 7 | HRMD-22-OE-080B | HUMAN RESOURCE MANAGEMENT DEPARTMENT | NETWORK ATTACHED STORAGE AND OTHERS | P 1,262,638.58 | GF | 30 CD |
| 8 | CAO-21-FIXTURES-690 | CITY ADMINISTRATORS OFFICE | SUPPLY AND INSTALLATION OF MODULAR PARTITIONS AND OTHERS | P 2,976,277.70 | GF | 30 CD |
| 9 | CAO(TPS)-22-HCS-186 | CITY ADMINISTRATORS OFFICE (TASK FORCE STREETLIGHTS) | VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES (GRAVEL AND OTHERS) | P 43,253,009.66 | GF | 30 CD |
| 10 | NDH-21-OE-610B | NOVALICHES DISTRICT HOSPITAL | NETWORK INFRASTRUCTURE EQUIPMENT AND OTHERS | P 6,963,391.54 | GF | 90 CD |
| 11 | VET-22-VEHICLES-151 | QUEZON CITY VETERINARY DEPARTMENT | FREEZER VAN | P 2,000,000.00 | TRUST FUND | 60CD |
| 12 | SDO-22-VEHICLES-173B | SCHOOLS DIVISION OFFICE | MULTI-PURPOSE VEHICLES | P 27,024,000.00 | GF | 60 CD |
| 13 | ACCOUNTING-22-OESC-428 | CITY ACCOUNTING DEPARTMENT | INK AND TONER CARTRIDGE | P 2,354,196.00 | GF | 30 CD |
| 14 | QCDFRC (TAHANAN)-22-AAS2-337 | QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN) | AIRCONDITIONING UNITS | P 825,500.00 | GF | 30CD |
| 15 | QCDFRC (TAHANAN)-22-APP-338 | QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN) | CHILLER AND OTHERS | P 558,912.00 | GF | 30CD |
| 16 | OCM(QMC)-22-API-434 | OFFICE OF THE CITY MAYOR - QUEZON MEMORIAL CIRCLE | SEEDLING PLASTIC BAG AND OTHERS | P 3,692,232.00 | GF | 30CD |
| 17 | OCM(QMC)-22-HCS-435 | OFFICE OF THE CITY MAYOR - QUEZON MEMORIAL CIRCLE | VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES (ELECTRICAL WIRE AND OTHERS) | P 10,385,923.50 | GF | 30CD |
| 18 | HEALTH-22-MSUJ-488 | QUEZON CITY HEALTH DEPARTMENT | MINI PORTABLE PULSE OXIMETER AND OTHERS | P 152,200,000.00 | GF | 30CD |
| 19 | HEALTH-22-MSUJ-388 | QUEZON CITY HEALTH DEPARTMENT | SYRINGE AND NEEDLE | P 4,700,000.00 | GF | 30CD |
| 20 | CONSO-22-PS2-584 | SOCIAL SERVICES DEVELOPMENT DEPARTMENT | PRINTING OF CERTIFICATES AND OTHERS | P 969,815.00 | GF | 15CD |
| 21 | SSDD-22-CARMENTS-496 | SOCIAL SERVICES DEVELOPMENT DEPARTMENT | T-SHIRT AND OTHERS | P 1,278,053.00 | GF | 15CD |
| 22 | ENGINEERING-22-HCS-407 | DEPARTMENT OF ENGINEERING | THERMOPLASTIC ROAD MARKING MACHINE AND OTHERS | P 1,636,229.00 | GF | 45CD |
| 23 | ENGINEERING-22-OESC-411 | DEPARTMENT OF ENGINEERING | VARIOUS INK AND TONER CARTRIDGE | P 2,846,014.00 | GF | 30 CD |
| 24 | ENGINEERING-22-HCS-534 | DEPARTMENT OF ENGINEERING | VARIOUS HARDWARE SUPPLIES (PAINT BRUSH AND OTHERS) | P 11,576,106.73 | GF | 45 CD |
| 25 | QCDDRMO-22-PP-413 | QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | RESEALABLE PLASTICS AND FACE SHIELD | P 5,254,600.00 | TRUST FUND | 30 CD |
| 26 | QCDDRMO-22-SERVICES-537 | QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | RENTAL OF PORTALITS | P 9,996,200.00 | TRUST FUND | 8 MONTHS |

| | | | | | | |
|----|------------------------|---|--|-----------------|------------|----------|
| 27 | QCRRMO-22-IT-473 | QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF MULTI-HAZARD IMPACT-BASED MONITORING AND EARLY WARNING SYSTEM OF QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | P 17,250,000.00 | TRUST FUND | 35 CD |
| 28 | QCRRMO-22-IT-475 | QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF EARLY WARNING LED BOARDS WITH CONTENT MANAGEMENT OF QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE | P 17,250,000.00 | TRUST FUND | 125 CD |
| 29 | QCRRMO-22-VIHCLEIS-505 | QCRRMO (QUEZON CITY VETERINARY DEPARTMENT) | IMPOUNDING TRUCK | P 7,200,000.00 | TRUST FUND | 60 CD |
| 30 | CGSD-22-SERVICES-195 | CITY GENERAL SERVICES DEPARTMENT | SUPPLY AND APPLICATION OF ANTI-SLIP SOLUTION WITHIN QUEZON CITY HALL COMPOUND | P 2,706,007.50 | GF | 30 CD |
| 31 | CGSD-22-FIRE-201 | CITY GENERAL SERVICES DEPARTMENT | SUPPLY AND DELIVERY OF FIRE EXTINGUISHER | P 1,368,500.00 | GF | 30 CD |
| 32 | CGSD-22-SERVICES-345B | CITY GENERAL SERVICES DEPARTMENT | SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ENTERPRISE ASSET MANAGEMENT SYSTEM | P 26,676,693.80 | GF | 1 YEAR |
| 33 | DPOS-22-GARMENTS-108 | DEPARTMENT OF PUBLIC ORDER AND SAFETY | UNIFORMS, PANTS AND OTHERS | P 3,675,284.00 | GF | 60 CD |
| 34 | DPOS-22-PS2-106 | DEPARTMENT OF PUBLIC ORDER AND SAFETY | PRINTING OF ORDINANCE VIOLATION RECEIPT, ANNUAL TAG AND OTHERS | P 5,862,900.00 | GF | 30 CD |
| 35 | DPOS-22-SOP-109 | DEPARTMENT OF PUBLIC ORDER AND SAFETY | METAL DETECTOR, BAINBOOTS AND OTHERS | P 5,535,175.00 | GF | 30 CD |
| 36 | PAISD-22-IT-389 | PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT | SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY WEBSITE ENHANCEMENT, MAINTENANCE AND HOSTING | P 2,500,000.00 | GF | 1 YEAR |
| 37 | PDAD-22-AP1-144B | PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT | ASSORTED SHRUBS, GROUND COVERS, AND ORNAMENTAL TREES | P 9,497,300.00 | GF | 60 CD |
| 38 | OCM(POPS)-22-SOP-452 | OFFICE OF THE CITY MAYOR | ANTI-RIOT TRANSPARENT SHIELD AND OTHERS | P 10,000,000.00 | GF | 90 CD |
| 39 | QCU-22-IS-174B | QUEZON CITY UNIVERSITY | SUPPLY AND DELIVERY OF MOBILE INTERNET CONNECTIVITY FOR THE FACULTY AND STUDENTS OF THE QUEZON CITY UNIVERSITY FOR THE YEAR 2022 | P 28,252,800.00 | GF | 8 MONTHS |
| 40 | QCU-22-IT-339 | QUEZON CITY UNIVERSITY | SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF CONTACT TRACING SOFTWARE PLATFORM | P 3,220,000.00 | GF | 8 MONTHS |
| 41 | QCGH-21-ME-629B | QUEZON CITY GENERAL HOSPITAL | INCUBATOR AND OTHERS | P 18,290,942.00 | GF | 30 CD |
| 42 | SDO-22-PS2-374B | SCHOOLS DIVISION OFFICE | DIPLOMA HOLDER | P 12,750,000.00 | GF | 30 CD |
| 43 | CONSO-22-APP-576 | VARIOUS OFFICES (INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT, CITY LEGAL DEPARTMENT, OCM (PERSONS WITH DISABILITY AFFAIRS OFFICE), CITY PLANNING AND DEVELOPMENT DEPARTMENT, CITY PROSECUTOR'S OFFICE, HUMAN RESOURCE MANAGEMENT DEPARTMENT, PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT, PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT) | STAND FAN AND OTHERS | P 1,168,317.99 | GF | 30 CD |
| 44 | CONSO-22-OBSC-575 | VARIOUS OFFICES (CITY PROSECUTOR'S OFFICE, QUEZON CITY PROTECTION CENTER, NOVALICHES DISTRICT HOSPITAL, OCM (PERSONS WITH DISABILITY AFFAIRS OFFICE)) | TONER CARTRIDGE AND OTHERS | P 1,158,592.82 | GF | 30 CD |
| 45 | CONSO-22-OSD-571 | VARIOUS OFFICES (INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT/CITY ARCHITECT DEPARTMENT/TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING/QUEZON CITY PROTECTION CENTER/HUMAN RESOURCE MANAGEMENT DEPARTMENT/OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE/CITY PLANNING AND DEVELOPMENT DEPARTMENT/NOVALICHES DISTRICT HOSPITAL) | VARIOUS OFFICE SUPPLIES | P 1,435,439.62 | GF | 30 CD |

| | | | | | | |
|----|------------------------|--|--|-----------------|----|-------|
| 46 | CONSO-22-CE-572 | VARIOUS OFFICES (INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT/CITY ARCHITECT DEPARTMENT/HUMAN RESOURCE MANAGEMENT DEPARTMENT/QUEZON CITY PROTECTION CENTER/CITY LEGAL DEPARTMENT/OCM (PRISONERS WITH DISABILITY AFFAIRS OFFICE)/PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT) | PHOTOCOPY MACHINE AND OTHER | P 1,331,417.10 | GF | 30-CD |
| 47 | CONSO-22-CE2-570 | INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT AND CITY GENERAL SERVICES DEPARTMENT | TWO-WAY RADIO AND OTHERS | P 406,965.92 | GF | 30-CD |
| 48 | CONSO-22-FURNITURE-575 | VARIOUS OFFICES (DEPARTMENT OF PUBLIC ORDER AND SAFETY, HOUSING, COMMUNITY DEVELOPMENT AND RESSETTLEMENT DEPARTMENT, CITY PROSECUTOR'S OFFICE, TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING, QUEZON CITY PROTECTION CENTER, OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE), CITY GENERAL SERVICES DEPARTMENT & MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT) | VARIOUS FURNITURE | P 1,295,072.18 | GF | 30-CD |
| 49 | CAO-22-CE-524 | CITY ADMINISTRATOR'S OFFICE | LINE 1: DESKTOP COMPUTER AND LAPTOP | P 35,000,000.00 | GF | 30-CD |
| | | | LINE 2: SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF NEW RACK MOUNT SERVERS TO BE USED FOR THE VARIOUS PROJECTS OF THE CITY ASSESSOR'S OFFICE | P 12,297,613.00 | GF | 30-CD |
| | | | LINE 3: GRAPHICS CARD AND OTHERS | P 392,700.00 | GF | 30-CD |
| | | | LINE 4: DOT MATRIX PRINTER | P 274,999.995 | GF | 15-CD |

- The **QUEZON CITY LOCAL GOVERNMENT**, through the *GF and Trust Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for the above stated projects of contract for each lot/item. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 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.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- 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.*
- A complete set of Bidding Documents may be acquired by interested Bidders on *Tuesday, April 5, 2022* 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 (specific for the project)
 - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
 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 **Tuesday, April 12, 2022** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, 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=OVRuVE0weXZMNXYwZG5LaWdldXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the 2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before 10:00 A.M. of **Monday, April 25, 2022**. 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 11:00 A.M. of **Monday, April 25, 2022** 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=R2dZUUp4Z3lyU29iZGV1WmdKRjZCdz09>

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

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: baegoods.procurement@quezoncity.gov.ph

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

Website: www.quezoncity.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

By:


MA. MARGARITA T. SANTOS
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-22-OSD-571**.

[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 **One Hundred Fifty Four (154) item/s**, 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 **2022** in the amount of **ONE MILLION FOUR HUNDRED THIRTY FIVE THOUSAND FOUR HUNDRED THIRTY NINE PESOS AND 62/100 ONLY (Php 1,435,439.62)**.

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 Declaration¹ 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.

¹ 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.

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.

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"> a. <i>A single contract similar to the items to be bid and must be at least twenty-five percent (25%) of the ABC.</i> b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a 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. | | | | | | | | |
| 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"> a. The amount of not less than Php28,708.79 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 b. The amount of not less than Php71,771.98 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. | | | | | | | | |
| 19.3 | <p>The ABC per Office are:</p> <p>INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT:</p> <p>The Approved Budget for the Contract for INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT in Philippine Peso: SEVEN HUNDRED FIFTY THOUSAND SEVENTY-EIGHT PESOS AND 50/100 ONLY (PHP 750,078.50).</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Item Nos. 1-18</td> <td style="text-align: right;">P 91,450.26</td> </tr> <tr> <td style="text-align: center;">Item Nos. 19-50</td> <td style="text-align: right;">P 658,628.24</td> </tr> <tr> <td style="text-align: center;">TOTAL ABC</td> <td style="text-align: right;">P 750,078.50</td> </tr> </tbody> </table> <p>CITY ARCHITECT DEPARTMENT:</p> <p>The Approved Budget for the Contract for CITY ARCHITECT DEPARTMENT in Philippine Peso: ONE HUNDRED SEVENTEEN THOUSAND SIX HUNDRED FIFTY-ONE PESOS AND 53/100 ONLY (PHP 117,651.53).</p> <p>TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING:</p> <p>The Approved Budget for the Contract for TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING in Philippine Peso: TWENTY THOUSAND TWO HUNDRED FORTY-TWO PESOS AND 46/100 ONLY (PHP 20,242.46).</p> | BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT | | Item Nos. 1-18 | P 91,450.26 | Item Nos. 19-50 | P 658,628.24 | TOTAL ABC | P 750,078.50 |
| BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT | | | | | | | | | |
| Item Nos. 1-18 | P 91,450.26 | | | | | | | | |
| Item Nos. 19-50 | P 658,628.24 | | | | | | | | |
| TOTAL ABC | P 750,078.50 | | | | | | | | |

QUEZON CITY PROTECTION CENTER:

The Approved Budget for the Contract for **QUEZON CITY PROTECTION CENTER** in Philippine Peso: **ONE HUNDRED SEVENTY-TWO THOUSAND SIX HUNDRED THREE PESOS AND 95/100 ONLY (PHP 172,603.95).**

| BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT | |
|--|---------------------|
| Item Nos. 69-85 | P 82,848.00 |
| Item Nos. 86-92 | P 89,755.95 |
| TOTAL ABC | P 172,603.95 |

HUMAN RESOURCE MANAGEMENT DEPARTMENT:

The Approved Budget for the Contract for **HUMAN RESOURCE MANAGEMENT DEPARTMENT** in Philippine Peso: **ONE HUNDRED NINETY-TWO THOUSAND SIX HUNDRED EIGHTY-FIVE PESOS AND 00/100 ONLY (PHP 192,685.00).**

| BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT | |
|--|---------------------|
| Item Nos. 93-101 | P 75,725.00 |
| Item Nos. 102-105 | P 116,960.00 |
| TOTAL ABC | P 192,685.00 |

OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE):

The Approved Budget for the Contract for **OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)** in Philippine Peso: **NINETEEN THOUSAND FOUR HUNDRED TWELVE PESOS AND 32/100 ONLY (PHP 19,412.32).**

| BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT | |
|--|--------------------|
| Item Nos. 106-128 | P 16,262.32 |
| Item Nos. 129-130 | P 3,150.00 |
| TOTAL ABC | P 19,412.32 |

CITY PLANNING AND DEVELOPMENT DEPARTMENT:

The Approved Budget for the Contract for **CITY PLANNING AND DEVELOPMENT DEPARTMENT** in Philippine Peso: **THIRTY-THREE THOUSAND TWO HUNDRED SIXTY-FIVE PESOS AND 86/100 ONLY (PHP 33,265.86).**

NOVALICHES DISTRICT HOSPITAL:

The Approved Budget for the Contract for **NOVALICHES DISTRICT HOSPITAL** in Philippine Peso: **ONE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED PESOS AND 00/100 ONLY (PHP 129,500.00).**

| | |
|------|--|
| 20.2 | List of required licenses and permits relevant to the Project and the corresponding law requiring it. N/A |
| 21.2 | Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity. N/A |

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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><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>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 |
| | <ol style="list-style-type: none"> 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. f. <i>[Specify additional incidental service requirements, as needed.]</i> <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> |

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- 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
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging –

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier

| | |
|-----|---|
| | <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>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> |
| | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: |
| 4 | The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i> |

Section VI. Schedule of Requirements

**PROJECT NAME: PROCUREMENT OF VARIOUS OFFICE SUPPLIES
PROJECT NO. CONSO-22-OSD-571**

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 |
|--|---|---------------|----------|--|
| INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT (ITDD-22-OSD-235) | | | | |
| 1 | Clipboard - Hard plastic acrylic clipboard long (Black), 9inches x 14inches | piece | 18 | Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed |
| 2 | FILE FOLDER, Size: Legal; Thickness: 14pts.; Color: White; 100pcs/pack | pack | 25 | |
| 3 | EXPANDING ENVELOPE with garter; kraft/brown; size: legal; for documents; 100pcs/pack | pack | 15 | |
| 4 | ARCH FILE FOLDER - Blue, Size: Legal / Long; Color: Blue; Thickness: 3 inches ; Horizontal Type; Long size 2-hole; With Metal Rail; with label insert on side | piece | 23 | |
| 5 | GEL PEN, permanent gel ink, Black; retractable | piece | 30 | |
| 6 | GEL PEN, permanent gel ink, Blue; Grip or retractable | piece | 50 | |
| 7 | CD Recordable Disc (CD R), 700MB, 80mins., 52x; 50pcs/pack | pack | 6 | |
| 8 | DVD-R 4.7GB Inkjet Printable Blank CD (White) 50 pcs/pack; 16x Write Speed | pack | 4 | |
| 9 | LAMINATING FILM, Plastic A4 Size, 250 microns 100 sheet/pack | pack | 1 | |
| 10 | MARKER PEN, Permanent, Fine point, Black, no bleed, smear resistant 3 pens/set | set | 3 | |
| 11 | NOTEPAD, Stick-on Page marker 5-color 1/2inch x 2inches, 100 sheet/pack | pack | 12 | |
| 12 | NOTEPAD, 3inches x 5inches canary yellow/blue/green 100 sheet/pack | pack | 58 | |
| 13 | PAPER BOND - Letter, Multicopy Letter, 80gsm | ream | 2 | |
| 14 | PUSH PIN, Flat Head type, assorted colors, 100pcs/case | case | 3 | |
| 15 | STAPLER - Big, standard no. 35 | piece | 3 | |
| 16 | STAPLE WIRE FOR STAPLE BINDER 23/10, Strong wire with sharp edges; Good quality; Heavy Duty Staples; Staples up to 50-70 sheets. Size: 23/10; Leg Length: 10mm 3/8 Inch 10 x 1000pcs/Box; Used for Heavy Duty Stapler | box | 5 | |
| 17 | TAPE, FLOOR MARKING TAPE, Tough flexible plasticized tape coated with an aggressive rubber adhesive; Floor Marking Tape Black/Yellow 2inches x 33M | roll | 14 | |
| 18 | TAPE DUCT, Cloth, Silver/Gray, Multipurpose Duct Tape, for General Repairs, Industrial and HVAC applications, Hanging Poly sheeting, wrapping pipe insulation; 50mm X 20meters | roll | 15 | |
| 19 | Headset with Microphone, Lightweight; Adjustable; Earphone with foam; Height: 200 mm (7.80 inches); Width: 145 mm (5.70 inches); Depth: 60 mm (2.30 inches); Weight: 80 g (2.82 oz); Input Impedance: 22 Ohms; Sensitivity (headphone): 122dB +/-3dB; Sensitivity | piece | 6 | |

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|----|---|-------|----|--|
| | (microphone): -44dBV/PA +/- 2.5dB; Frequency response (Headset): 20Hz to 20kHz; Frequency response (Microphone): 100Hz to 6,500Hz; Cord length: 1.8 m (5.90 ft); From a reputable company; Branded | | | |
| 20 | MOUSE, three-button wired optical USB mouse; 1.5m wired mouse; Full size dimensions;1000 dpi optical solution; Approximate height: 35 mm; Approximate width: 60mm; Approximate length: 115 mm; Approximate weight: 100g; mouse increased weight block for stability; mobile smooth, precise positioning; Ergonomic design, feel more comfortable; The use of IBM PC or compatible windows me / 2000 / XP / Vista Operating System Ps/2 or USB port can be used PS/2/USB; Color: Black; From a reputable company; Branded | piece | 10 | |
| 21 | EXTERNAL DVD DRIVE (PORTABLE) bus-powered / portable / Win & Mac / M-DISC2 sheet included /USB2.0 (USB3.0 equipped PC even accessible) / Black SDRW-08U7M-U / BLK / G / AS / P2GSDRW-08U7M-U / BLK / G / AS / P2G M-DISC corresponding - Supported Media: 12cm / 8cm - Interface: USB 2.0 - Power supply: USB bus power - To use a Y-shaped double-feed corresponding USB cable, the feeding must be lined USB ports 2 ports. - The USB hub, with respect to your use of using a USB extension cable, does not guarantee the operation. - Operating Temperature / Humidity: Temperature 5°C.-40°C., humidity of 15% to 80% (non-condensing) | unit | 2 | |
| 22 | LABEL PRINTER CARTRIDGE - Tape Cartridge 24mm Black on Yellow For use with Label Works LW-300, LW-400, LW-600P and LW-700 label printers Length: 24mm x 9m / 30ft.; 1inch Black on Yellow Features a split-back design for easy peeling Durable, hard plastic casing for safe storage | roll | 18 | |
| 23 | KEYBOARD, USB Keyboard; Spill-resistant design; Thin Profile; Durable and easy to read keys; Sturdy adjustable tilt legs; Plug and Play connectivity; From a reputable company; With Numeric Keypad | piece | 10 | |
| 24 | EXTERNAL HARD DRIVE 1TB - Capacity: 1TB • Interface: USB 3.0 • Backup: Auto and Cloud backup • Quick file transfer with USB 3.0 connectivity • USB powered - no power supply necessary • Create easy customized backup plans with included Seagate Dashboard software • System Requirements: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP or Mac OS X 10.6; Color: Gray or Black; From a reputable company; Branded; | unit | 5 | |
| 25 | USB 3.0 to RJ45 adapter - Gigabit USB 3.0 to Ethernet RJ45 Adaptor 10/100/1000Mbps; high quality | piece | 20 | |
| 26 | Mouse & keyboard – Set; USB mouse + keyboard combo kit, soft touch keys with numeric keypad | set | 10 | |

**Within Thirty
(30) Calendar
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|----|---|-------|------|--|
| 27 | Multi-tester - Digital Multi-tester with LCD Display, Power supply: 2 AAA, NEDA 24A, IEC LR03; high quality | unit | 2 | Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed |
| 28 | RJ45 Connector; RJ45 pass through connector 100pcs per pack | pack | 12 | |
| 29 | RJ45 Connector boots – RJ45 connector boots, color Black 100pcs per pack | pack | 12 | |
| 30 | Network Cable Tester - Multi-functional LCD Network Cable Tester Wire Tracker RJ11 RJ45 BNC Wire Length Finder with 8 Remote Adapters PING POE Testing Functions; branded; | unit | 6 | |
| 31 | Crimping tool - Crimping tool for pass-through connector | piece | 4 | |
| 32 | CAT6 Outdoor UTP Cable 305M Box; branded; | box | 10 | |
| 33 | CAT7 Cable S/FTP 22AWG, Solid Bare Copper Double Aluminum foil shielded, 10Gbps 100m; branded; | box | 3 | |
| 34 | EXTERNAL HARD DRIVE 2TB - Shockproof, Military-grade shock resistance Fully Compliant with the Hi-Speed USB 2.0 specification or higher; Advanced 3-stage shock protection system; Durable anti-shock rubber outer case; Advanced internal hard drive suspension system; Quick Reconnect Button – after safely removing the hard drive from the system, press to reconnect the drive without having to unplug and replug the USB connector again; One Touch Auto-Backup button; 256-bit AES file & folder encryption; branded; | unit | 20 | |
| 35 | USB Computer headset, Stereo Headset with Noise Cancelling Mic, Multi-device headset with in-line controls, 3.5mm audio jack connection, Rotating Microphone; On-ear controls; branded; | piece | 20 | |
| 36 | Webcam - 1080p Full-HD, Compact Design, Built-in Microphone Web Camera (Black); branded; | piece | 30 | |
| 37 | FO pigtails - Fiber Pigtail Cable Single Mode Fiber for Optical Fiber | piece | 20 | |
| 38 | Fiber port cleaner - One-click cleaner optical fiber port cleaner pen | piece | 6 | |
| 39 | Fiber connector cleaner - Optical Fiber Connector cleaner 550 times with 2x replace core | piece | 6 | |
| 40 | Keyboard drawer – ABS Plastic Keyboard drawer tray with railing for computer table (White) | piece | 9 | |
| 41 | Battery charger - LCD Smart Battery Charger with Discharge Function for AA AAA 9V Ni-MH Li-ion Rechargeable Batteries with at least 14 slots or more | piece | 2 | |
| 42 | AAA RCHRGBL battery - 2500/2450 mAh AA Pro Ni-MH Rechargeable battery | piece | 12 | |
| 43 | AA RCHRGBL battery - 750 mAh AAA Pro Ni- MH Rechargeable battery | piece | 12 | |
| 44 | 9V RCHRGBL battery - 175 mAh 9v Ni-MH Rechargeable battery | piece | 12 | |
| 45 | Network Cable tags - Self-Locking Cable Tie 200 pcs per color (Color: Blue, Red, Green, Black, Yellow 2x) | piece | 1000 | |
| 46 | Bracket - 17inches-27inches weight 2-7KG Full Motion Monitor Wall Mount TV Wall Bracket with Adjustable Gas Spring LED LCD Monitor Arm VESA 75x75mm and 100x100mm | piece | 2 | |

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|---|--|-------|-----|--|
| 47 | Bracket - Dual Articulating Monitor Stand for 13inches-32inches C-Clamp and Grommet Options | piece | 2 | Within thirty (30) Calendar Days Upon Issuance of Notice to Proceed |
| 48 | External SSD - External SSD, 1TB; branded; | unit | 5 | |
| 49 | Flash drive - 64GB Interface: USB 3.0 Compatibility: USB 3.0 (backwards compatible with USB 2.0); branded; | piece | 32 | |
| 50 | USB Docking station - 2.5inches 3.5inches HDD SSDD Docking station interface: USB3.0 and Transfer Rate can up to 5Gbps, Supports 3TB*2; high quality; | piece | 2 | |
| CITY ARCHITECT DEPARTMENT (CAD-22-OSD-324) | | | | |
| 51 | Correction Pen, quick dry metal tip, 5ml/piece | piece | 6 | |
| 52 | Folder, expanding, legal size | piece | 100 | |
| 53 | Plotter Paper, 24inches x 50 yards/roll | roll | 20 | |
| 54 | A3 Bond Paper, 420mm x 297mm 70g/m2, 500 sheets/ream | ream | 50 | |
| 55 | Sign Pen, liquid gel ink, 1.0mm point, blue | piece | 24 | |
| 56 | Sign Pen, liquid gel ink, 0.5mm needle tip point, black | piece | 80 | |
| 57 | Sign Pen, liquid gel ink, 0.5 mm needle tip point, blue | piece | 80 | |
| 58 | Sign Pen, liquid gel ink, 0.5 mm needle tip point, red | piece | 45 | |
| 59 | Sign Pen, liquid gel ink, 0.7 mm point, brown | piece | 12 | |
| 60 | Staple Remover, plier type, stainless steel, heavy duty | piece | 12 | |
| 61 | Tracing Paper, 20inches x 50 yards/roll, 80/85gsm | roll | 20 | |
| 62 | Tracing Paper, 24inches x 50 yards/roll, 80/85gsm | roll | 15 | |
| 63 | TAPE, translucent, 24mm width, usable length of 50 meters/roll | roll | 12 | |
| TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING (TFCOPRISS-22-OSD-129) | | | | |
| 64 | Cork Board, wooden frame, landscape, 60 x 90cm | Piece | 1 | |
| 65 | Cork Board, wooden frame, landscape, 50 x 70cm | Piece | 1 | |
| 66 | Cork Board, wooden frame, landscape, 40 x 60cm | Piece | 6 | |
| 67 | Plain Whiteboard Wall type 4 x 8 ft., Non Magnetic with aluminum sides | Piece | 3 | |
| 68 | Plain Whiteboard Wall type, 30 x 40cm ft., Non Magnetic with aluminum sides | Piece | 5 | |
| QC PROTECTION CENTER FOR GENDER-BASED VIOLENCE AND ABUSE (QCPC-22-OSD-182) | | | | |
| 69 | DATA FILE BOX, with close ends | piece | 50 | |
| 70 | FOLDER Tag board, Legal size, 100's/box | box | 4 | |
| 71 | STAPLE WIRE, 23/17 1,000pcs/box | box | 10 | |
| 72 | STAPLE WIRE, standard #35 | box | 20 | |
| 73 | Notebook, Steno, Spiral, 60 leaves, Bond 55gsm, 6 inches x 9inches | piece | 200 | |
| 74 | SCISSORS, 8inches, symmetrical blade, stainless, multipurpose | Pair | 20 | |
| 75 | STICKER PAPER A4 size Matte 10's/pack | pack | 60 | |
| 76 | Clear Book, Long, Refillable 20 leaves pockets; Color. Blue & Purple | piece | 100 | |

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|--|--|-------|-----|--|
| 77 | Clear Folder, Non-slip locking bar, sturdy clear plastic front cover,, Legal size 8 1/2inches x 13inches,(Light Blue, Purple and Red) | piece | 100 | Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed |
| 78 | MARKER, PERMANENT, black fine point tip 12's/box | box | 25 | |
| 79 | MARKER, PERMANENT, black broad tip 12's/box | box | 25 | |
| 80 | PHOTO PAPER GLOSSY A4 high premium glossy A4, 25's/packs | pack | 100 | |
| 81 | SPECIALTY PAPER 100gsm, 8.5inches x 11inches, short special paper, 100gsm, 10 sheets/pack | pack | 150 | |
| 82 | SPECIALTY PAPER 90gsm, short candle light, size 8.5inches x 11, 90gsm, Color Cream, 10's/pack | pack | 150 | |
| 83 | SPECIALTY PAPER 90gsm, 8/12inches x 13inches, 90gsm, Color Cream, 10's/pack | pack | 150 | |
| 84 | SPECIALTY PAPER 90gsm, 8/12inches x13inches, 220gsm, Color: P. Cream Vellum, 10 sheets/pack | pack | 150 | |
| 85 | 4 Layer Desk File Organizer Document Paper Tray | piece | 12 | |
| 86 | BATTERY, size AAA, alkaline, 2 pcs./packet | pack | 100 | |
| 87 | BATTERY, size AA, alkaline, 2 pcs./packet | pack | 100 | |
| 88 | Paper Cutter/Trimmer, Heavy duty. Steel blade. Full metal base. High quality A3/B4/A4/A5/B6/B7 | piece | 2 | |
| 89 | Step Ladder, Fiberglass, A Type 6 ft., High quality | piece | 1 | |
| 90 | LED Linear Tube, 18 watts Big | piece | 85 | |
| 91 | LED Linear Tube, 18 watts Small | piece | 75 | |
| 92 | LED Light Bulb | piece | 79 | |
| HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD-22-OSD-073) | | | | |
| 93 | BINDER CLIPS, back fold, Black 32mm, 12 pcs/box | box | 105 | |
| 94 | BINDER CLIPS, back fold, Black, 25mm, 12 pcs/box | box | 105 | |
| 95 | BINDER CLIPS, back fold, Black, 50mm, 12 pcs/box | box | 105 | |
| 96 | CALCULATOR, Standard handheld calculator 12H 12 digits dual power weight 0.052kg, Length 12cm, width 7.2cm, Height 0.95cm | piece | 40 | |
| 97 | SIGN PEN, Rollerball Pen Black 0.5mm | piece | 135 | |
| 98 | SIGN PEN, Rollerball Pen Black 0.7mm | piece | 25 | |
| 99 | SIGN PEN, Rollerball Pen Blue 0.5mm | piece | 135 | |
| 100 | SIGN PEN, Rollerball Pen Red 0.5mm | piece | 55 | |
| 101 | STICKY NOTE Sn3 .07inch x 3inches 75gsm 100's X 4 Clear Neon Notepad | piece | 150 | |
| 102 | USB/FLASHDRIVE Ultra Dual Drive USB Type-C USB 3.1 64GB (SDDDC2-064G-G46), Reversible Connector, High-Speed USB 3.1 up to 150mb/s Dual USB Type C and USB Type A connector | piece | 40 | |
| 103 | REWRITABLE CD-RW Compact Disk Type CD-RW, quantity 10, capacity 700mb, packaging, Maximum Speed Supported 12x | pack | 45 | |
| 104 | EXTENSION CORD 6 Gang Extension Cord with Switch and 1.75 Meter Wire | piece | 25 | |
| 105 | Fluorescent LED lights 9 watts | tubes | 25 | |
| OFFICE OF THE CITY MAYOR/GAD COUNCIL OFFICE (OCM(GAD)-22-OSD-329) | | | | |
| 106 | BATTERY, size AA, alkaline, 2 pcs./packet | piece | 20 | |
| 107 | CORRECTION PEN QUICK DRY multi-purpose, quick dry, metal tip | jar | 5 | |
| 108 | FOLDER, Tag board, Legal size, 100pcs/pack | pack | 4 | |

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|---|--|-------|----|
| 109 | MARKER, PERMANENT, Black | piece | 20 |
| 110 | MARKER, PERMANENT, Blue | piece | 20 |
| 111 | MARKER, Whiteboard, Black | piece | 20 |
| 112 | MARKER, Whiteboard, Blue | piece | 20 |
| 113 | CLIP, BACKFOLD 25mm 12pcs/box | box | 10 |
| 114 | CUP, BACKFOLD 41mm 12pcs/box | box | 10 |
| 115 | TAPE DISPENSER heavy duty big (21.5 x 9.10.5) | piece | 5 |
| 116 | Plastic, L-type Colored Folder | piece | 50 |
| 117 | PAPER PARCHMENT, A4-size 80gsm 100 sheets, per pack | pack | 10 |
| 118 | PHOTO PAPER GLOSSY, A4 high premium glossy A4. 25's/packs | pack | 10 |
| 119 | SPECIALTY PAPER, 100gsm, 8.5inches x 11inches, Certificate paper, 10 sheets/pack | pack | 10 |
| 120 | SPECIALTY PAPER, 80gsm, 8/12inches x 13inches, 90gsm, 10gsm, 10's/pack | pack | 10 |
| 121 | SPECIALTY PAPER, 90gsm, short candle light, size 8.5feet x11, 90gsm 10's/pack | pack | 10 |
| 122 | STICKER PAPER A4 size 10pcs/pack | pack | 5 |
| 123 | STAPLE WIRE, standard, 24/6 1,000pcs/box | box | 5 |
| 124 | TAPE, TRANSPARENT, 1inch, 24mm | roll | 15 |
| 125 | TAPE, TRANSPARENT, 2inches, 48mm | roll | 15 |
| 126 | TAPE MASKING, 1inch x 24mm 50 meters length | roll | 15 |
| 127 | TAPE MASKING, 2inches x 48mm 50 meters length | roll | 15 |
| 128 | ENVELOPE BROWN, plain, legal size, 500 pcs/box | box | 1 |
| 129 | WALL CLOCK, elegant design, stainless steel depth 5cm | piece | 3 |
| 130 | MOUSE, optical, USB connection type: | piece | 10 |
| CITY PLANNING AND DEVELOPMENT DEPARTMENT (CPDD-22-OSD-255) | | | |
| 131 | Paper, 420mm x 297mm (A3) 70gsm | ream | 2 |
| 132 | Plotter paper for HP Large Format Printer, 60 inches x 50 yards/roll, matte coated | box | 3 |
| 133 | Double Adhesive Tape, with foam, 1m/roll | roll | 5 |
| 134 | CD Recordable, Speed 4.7 GB capacity | pack | 50 |
| 135 | Illustration Board, 30 x 40, 10 sheets per pack | pack | 2 |
| 136 | Data Folder, made of chipboard with lock | piece | 5 |
| 137 | Note Pad, Stick on, 3 x 3 | pad | 12 |
| 138 | Permanent Marker, Refillable marker, 1.5mm, black | piece | 24 |
| 139 | Binder Clip - 1inch, 12/box, black | box | 12 |
| 140 | Post-It Page Marker, 1/2 x 2, 0.5 x 1.75inches, 500 markers/pack | pack | 5 |
| 141 | Correction Pen, Squeeze 80 quickly dry | piece | 20 |
| 142 | Ring Binder- 2inches x 3inches, spine 2 rings, legal, lockable front cover, finger pull hole | piece | 5 |
| 143 | DVD- Recordable, Speed 4.7 GB Capacity | piece | 50 |
| 144 | Paper Clip- 33mm, vinyl coated, assorted, 100's | box | 20 |
| 145 | Paper Clip- 50mm, Vinyl coated, assorted, 100's | box | 20 |
| 146 | Photo Paper Inkjet- A3, 230gsm, high gloss | pack | 2 |
| 147 | Photo Paper, High prem, Glossy, A4, 25 pcs/pack | pack | 10 |
| 148 | Gun Tacker, Arrow T30 Staple Gun Tacker | piece | 1 |
| 149 | Ruler 12inches, any color, plastic | piece | 12 |
| 150 | Double Clip, 25mm, Black | piece | 5 |

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|-----|--|------|----|--|
| | NOVALICHES DISTRICT HOSPITAL (NDH-22-OSD-237) | | | Within thirty (30) Calendar Days Upon Issuance of Notice to Proceed |
| 151 | Paper, Pink, bond premium grade A4 size 70gsm | ream | 55 | |
| 152 | Paper, Blue , bond premium grade A4 size 70gsm | ream | 40 | |
| 153 | Paper, Green, bond premium grade A4 size, 70gsm | ream | 40 | |
| 154 | Paper, Yellow, bond premium grade, A4 size 70gsm | ream | 50 | |
| *** | | | | |

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
PROJECT NO. CONSO-22-OSD-571

| 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. | INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT (ITDD-22-OSD-235) | |
| 1 | Clipboard - Hard plastic acrylic clipboard long (Black), 9inches x 14inches | |
| 2 | FILE FOLDER, Size: Legal; Thickness: 14pts.; Color: White; 100pcs/pack | |
| 3 | EXPANDING ENVELOPE with garter; kraft/brown; size: legal; for documents; 100pcs/pack | |
| 4 | ARCH FILE FOLDER - Blue, Size: Legal / Long; Color: Blue; Thickness: 3 inches ; Horizontal Type; Long size 2-hole; With Metal Rail; with label insert on side | |
| 5 | GEL PEN, permanent gel ink, Black; retractable | |
| 6 | GEL PEN, permanent gel ink, Blue; Grip or retractable | |
| 7 | CD Recordable Disc (CD R), 700MB, 80mins., 52x; 50pcs/pack | |
| 8 | DVD-R 4.7GB Inkjet Printable Blank CD (White) 50 pcs/pack; 16x Write Speed | |
| 9 | LAMINATING FILM, Plastic A4 Size, 250 microns 100 sheet/pack | |
| 10 | MARKER PEN, Permanent, Fine point, Black, no bleed, smear resistant 3 pens/set | |
| 11 | NOTEPAD, Stick-on Page marker 5-color 1/2inch x 2inches, 100 sheet/pack | |
| 12 | NOTEPAD, 3inches x 5inches canary yellow/blue/green 100 sheet/pack | |
| 13 | PAPER BOND - Letter, Multicopy Letter, 80gsm | |
| 14 | PUSH PIN, Flat Head type, assorted colors, 100pcs/case | |
| 15 | STAPLER - Big, standard no. 35 | |
| 16 | STAPLE WIRE FOR STAPLE BINDER 23/10, Strong wire with sharp edges; Good quality; Heavy Duty Staples; Staples up to 50-70 sheets. | |

| | | |
|----|---|--|
| | Size: 23/10; Leg Length: 10mm 3/8 Inch 10 x 1000pcs/Box; Used for Heavy Duty Stapler | |
| 17 | TAPE, FLOOR MARKING TAPE, Tough flexible plasticized tape coated with an aggressive rubber adhesive; Floor Marking Tape Black/Yellow 2inches x 33M | |
| 18 | TAPE DUCT, Cloth, Silver/Gray, Multipurpose Duct Tape, for General Repairs, Industrial and HVAC applications, Hanging Poly sheeting, wrapping pipe insulation; 50mm X 20meters | |
| 19 | Headset with Microphone, Lightweight; Adjustable; Earphone with foam; Height: 200 mm (7.80 inches); Width: 145 mm (5.70 inches); Depth: 60 mm (2.30 inches); Weight: 80 g (2.82 oz); Input Impedance: 22 Ohms; Sensitivity (headphone): 122dB +/-3dB; Sensitivity (microphone): -44dBV/PA +/- 2.5dB; Frequency response (Headset): 20Hz to 20kHz; Frequency response (Microphone): 100Hz to 6,500Hz; Cord length: 1.8 m (5.90 ft); From a reputable company; Branded | |
| 20 | MOUSE, three-button wired optical USB mouse; 1.5m wired mouse; Full size dimensions;1000 dpi optical solution; Approximate height: 35 mm; Approximate width: 60mm; Approximate length: 115 mm; Approximate weight: 100g; mouse increased weight block for stability; mobile smooth, precise positioning; Ergonomic design, feel more comfortable; The use of IBM PC or compatible windows me / 2000 / XP / Vista Operating System Ps/2 or USB port can be used PS/2/USB; Color: Black; From a reputable company; Branded | |
| 21 | EXTERNAL DVD DRIVE (PORTABLE) bus-powered / portable / Win & Mac / M-DISC2 sheet included /USB2.0 (USB3.0 equipped PC even accessible) / Black SDRW-08U7M-U / BLK / G / AS / P2GSDRW-08U7M-U / BLK / G / AS / P2G M-DISC corresponding - Supported Media: 12cm / 8cm - Interface: USB 2.0 - Power supply: USB bus power - To use a Y-shaped double-feed corresponding USB cable, the feeding must be lined USB ports 2 ports. - The USB hub, with respect to your use of using a USB extension cable, does not guarantee the operation. - Operating Temperature / Humidity: Temperature 5°C.-40°C., humidity of 15% to 80% (non-condensing) | |
| 22 | LABEL PRINTER CARTRIDGE - Tape Cartridge 24mm Black on Yellow For use with Label Works LW-300, LW-400, LW-600P and LW-700 label printers Length: 24mm x 9m / 30ft.; 1inch Black on Yellow Features a split-back design for easy peeling Durable, hard plastic casing for safe storage | |
| 23 | KEYBOARD, USB Keyboard; Spill-resistant design; Thin Profile; Durable and easy to read keys; Sturdy adjustable tilt legs; Plug and Play connectivity; From a reputable company; With Numeric Keypad | |
| 24 | EXTERNAL HARD DRIVE 1TB - Capacity: 1TB • Interface: USB 3.0 | |

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| | <ul style="list-style-type: none"> • Backup: Auto and Cloud backup • Quick file transfer with USB 3.0 connectivity • USB powered - no power supply necessary • Create easy customized backup plans with included Seagate Dashboard software • System Requirements: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP or Mac OS X 10.6; Color: Gray or Black; From a reputable company; Branded; | |
| 25 | USB 3.0 to RJ45 adapter - Gigabit USB 3.0 to Ethernet RJ45 Adaptor 10/100/1000Mbps; high quality | |
| 26 | Mouse & keyboard – Set; USB mouse + keyboard combo kit, soft touch keys with numeric keypad | |
| 27 | Multi-tester - Digital Multi-tester with LCD Display, Power supply: 2 AAA, NEDA 24A, IEC LR03; high quality | |
| 28 | RJ45 Connector; RJ45 pass through connector 100pcs per pack | |
| 29 | RJ45 Connector boots – RJ45 connector boots, color Black 100pcs per pack | |
| 30 | Network Cable Tester - Multi-functional LCD Network Cable Tester Wire Tracker RJ11 RJ45 BNC Wire Length Finder with 8 Remote Adapters PING POE Testing Functions; branded; | |
| 31 | Crimping tool - Crimping tool for pass-through connector | |
| 32 | CAT6 Outdoor UTP Cable 305M Box; branded; | |
| 33 | CAT7 Cable S/FTP 22AWG, Solid Bare Copper Double Aluminum foil shielded, 10Gbps 100m; branded; | |
| 34 | EXTERNAL HARD DRIVE 2TB - Shockproof, Military-grade shock resistance Fully Compliant with the Hi-Speed USB 2.0 specification or higher; Advanced 3-stage shock protection system; Durable anti-shock rubber outer case; Advanced internal hard drive suspension system; Quick Reconnect Button – after safely removing the hard drive from the system, press to reconnect the drive without having to unplug and replug the USB connector again; One Touch Auto-Backup button; 256-bit AES file & folder encryption; branded; | |
| 35 | USB Computer headset, Stereo Headset with Noise Cancelling Mic, Multi-device headset with in-line controls, 3.5mm audio jack connection, Rotating Microphone; On-ear controls; branded; | |
| 36 | Webcam - 1080p Full-HD, Compact Design, Built-in Microphone Web Camera (Black); branded; | |
| 37 | FO pigtailed - Fiber Pigtail Cable Single Mode Fiber for Optical Fiber | |
| 38 | Fiber port cleaner - One-click cleaner optical fiber port cleaner pen | |
| 39 | Fiber connector cleaner - Optical Fiber Connector cleaner 550 times with 2x replace core | |
| 40 | Keyboard drawer – ABS Plastic Keyboard drawer tray with railing for computer table (White) | |
| 41 | Battery charger - LCD Smart Battery Charger with Discharge Function for AA AAA 9V Ni-MH Li-ion Rechargeable Batteries with at least 14 slots or more | |
| 42 | AAA RCHRGBL battery - 2500/2450 mAh AA Pro Ni-MH Rechargeable battery | |
| 43 | AA RCHRGBL battery - 750 mAh AAA Pro Ni-MH Rechargeable battery | |

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| 44 | 9V RCHRGBL battery - 175 mAh 9v Ni-MH Rechargeable battery | |
| 45 | Network Cable tags - Self-Locking Cable Tie 200 pcs per color (Color: Blue, Red, Green, Black, Yellow 2x) | |
| 46 | Bracket - 17inches-27inches weight 2-7KG Full Motion Monitor Wall Mount TV Wall Bracket with Adjustable Gas Spring LED LCD Monitor Arm VESA 75x75mm and 100x100mm | |
| 47 | Bracket - Dual Articulating Monitor Stand for 13inches-32inches C-Clamp and Grommet Options | |
| 48 | External SSD - External SSD, 1TB; branded; | |
| 49 | Flash drive - 64GB Interface: USB 3.0 Compatibility: USB 3.0 (backwards compatible with USB 2.0); branded; | |
| 50 | USB Docking station - 2.5inches 3.5inches HDD SSD Docking station interface: USB3.0 and Transfer Rate can up to 5Gbps, Supports 3TB*2; high quality; | |
| | CITY ARCHITECT DEPARTMENT (CAD-22-OSD-324) | |
| 51 | Correction Pen, quick dry metal tip, 5ml/piece | |
| 52 | Folder, expanding, legal size | |
| 53 | Plotter Paper, 24inches x 50 yards/roll | |
| 54 | A3 Bond Paper, 420mm x 297mm 70g/m2, 500 sheets/ream | |
| 55 | Sign Pen, liquid gel ink, 1.0mm point, blue | |
| 56 | Sign Pen, liquid gel ink, 0.5mm needle tip point, black | |
| 57 | Sign Pen, liquid gel ink, 0.5 mm needle tip point, blue | |
| 58 | Sign Pen, liquid gel ink, 0.5 mm needle tip point, red | |
| 59 | Sign Pen, liquid gel ink, 0.7 mm point, brown | |
| 60 | Staple Remover, plier type, stainless steel, heavy duty | |
| 61 | Tracing Paper, 20inches x 50 yards/roll, 80/85gsm | |
| 62 | Tracing Paper, 24inches x 50 yards/roll, 80/85gsm | |
| 63 | TAPE, translucent, 24mm width, usable length of 50 meters/roll | |
| | TASK FORCE CONTROL AND PREVENTION OF ILLEGAL STRUCTURES AND SQUATTING (TFCOPRISS-22-OSD-129) | |
| 64 | Cork Board, wooden frame, landscape, 60 x 90cm | |
| 65 | Cork Board, wooden frame, landscape, 50 x 70cm | |
| 66 | Cork Board, wooden frame, landscape, 40 x 60cm | |
| 67 | Plain Whiteboard Wall type 4 x 8 ft., Non Magnetic with aluminum sides | |
| 68 | Plain Whiteboard Wall type, 30 x 40cm ft., Non Magnetic with aluminum sides | |
| | QC PROTECTION CENTER FOR GENDER-BASED VIOLENCE AND ABUSE (QCPC-22-OSD-182) | |
| 69 | DATA FILE BOX, with close ends | |
| 70 | FOLDER Tag board, Legal size, 100's/box | |
| 71 | STAPLE WIRE, 23/17 1,000pcs/box | |
| 72 | STAPLE WIRE, standard #35 | |

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| 73 | Notebook, Steno, Spiral, 60 leaves, Bond 55gsm, 6 inches x 9inches | |
| 74 | SCISSORS, 8inches, symmetrical blade, stainless, multipurpose | |
| 75 | STICKER PAPER A4 size Matte 10's/pack | |
| 76 | Clear Book, Long, Refillable 20 leaves pockets; Color. Blue & Purple | |
| 77 | Clear Folder, Non-slip locking bar, sturdy clear plastic front cover,, Legal size 8 1/2inches x 13inches,(Light Blue, Purple and Red) | |
| 78 | MARKER, PERMANENT, black fine point tip 12's/box | |
| 79 | MARKER, PERMANENT, black broad tip 12's/box | |
| 80 | PHOTO PAPER GLOSSY A4 high premium glossy A4, 25's/packs | |
| 81 | SPECIALTY PAPER 100gsm, 8.5inches x 11inches, short special paper, 100gsm, 10 sheets/pack | |
| 82 | SPECIALTY PAPER 90gsm, short candle light, size 8.5inches x 11, 90gsm, Color Cream, 10's/pack | |
| 83 | SPECIALTY PAPER 90gsm, 8/12inches x 13inches, 90gsm, Color Cream, 10's/pack | |
| 84 | SPECIALTY PAPER 90gsm, 8/12inches x13inches, 220gsm, Color: P. Cream Vellum, 10 sheets/pack | |
| 85 | 4 Layer Desk File Organizer Document Paper Tray | |
| 86 | BATTERY, size AAA, alkaline, 2 pcs./packet | |
| 87 | BATTERY, size AA, alkaline, 2 pcs./packet | |
| 88 | Paper Cutter/Trimmer, Heavy duty. Steel blade. Full metal base. High quality A3/B4/A4/A5/B6/B7 | |
| 89 | Step Ladder, Fiberglass, A Type 6 ft., High quality | |
| 90 | LED Linear Tube, 18 watts Big | |
| 91 | LED Linear Tube, 18 watts Small | |
| 92 | LED Light Bulb | |
| | HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD-22-OSD-073) | |
| 93 | BINDER CLIPS, back fold, Black 32mm, 12 pcs/box | |
| 94 | BINDER CLIPS, back fold, Black, 25mm, 12 pcs/box | |
| 95 | BINDER CLIPS, back fold, Black, 50mm, 12 pcs/box | |
| 96 | CALCULATOR, Standard handheld calculator 12H 12 digits dual power weight 0.052kg, Length 12cm, width 7.2cm, Height 0.95cm | |
| 97 | SIGN PEN, Rollerball Pen Black 0.5mm | |
| 98 | SIGN PEN, Rollerball Pen Black 0.7mm | |
| 99 | SIGN PEN, Rollerball Pen Blue 0.5mm | |
| 100 | SIGN PEN, Rollerball Pen Red 0.5mm | |
| 101 | STICKY NOTE Sn3 .07inch x 3inches 75gsm 100's X 4 Clear Neon Notepad | |
| 102 | USB/FLASHDRIVE Ultra Dual Drive USB Type-C USB 3.1 64GB (SDDDC2-064G-G46), Reversible Connector, High-Speed USB 3.1 up to 150mb/s Dual USB Type C and USB Type A connector | |
| 103 | REWRITABLE CD-RW Compact Disk Type CD-RW, quantity 10, capacity 700mb, packaging, Maximum Speed Supported 12x | |

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| 104 | EXTENSION CORD 6 Gang Extension Cord with Switch and 1.75 Meter Wire | |
| 105 | Fluorescent LED lights 9 watts | |
| | OFFICE OF THE CITY MAYOR/GAD COUNCIL OFFICE (OCM(GAD)-22-OSD-329) | |
| 106 | BATTERY, size AA, alkaline, 2 pcs./packet | |
| 107 | CORRECTION PEN QUICK DRY multi-purpose, quick dry, metal tip | |
| 108 | FOLDER, Tag board, Legal size, 100pcs/pack | |
| 109 | MARKER, PERMANENT, Black | |
| 110 | MARKER, PERMANENT, Blue | |
| 111 | MARKER, Whiteboard, Black | |
| 112 | MARKER, Whiteboard, Blue | |
| 113 | CLIP, BACKFOLD 25mm 12pcs/box | |
| 114 | CUP, BACKFOLD 41mm 12pcs/box | |
| 115 | TAPE DISPENSER heavy duty big (21.5 x 9.10.5) | |
| 116 | Plastic, L-type Colored Folder | |
| 117 | PAPER PARCHMENT, A4-size 80gsm 100 sheets, per pack | |
| 118 | PHOTO PAPER GLOSSY, A4 high premium glossy A4. 25's/packs | |
| 119 | SPECIALTY PAPER, 100gsm, 8.5inches x 11inches, Certificate paper, 10 sheets/pack | |
| 120 | SPECIALTY PAPER, 80gsm, 8/12inches x 13inches, 90gsm, 10gsm, 10's/pack | |
| 121 | SPECIALTY PAPER, 90gsm, short candle light, size 8.5feet x11, 90gsm 10's/pack | |
| 122 | STICKER PAPER A4 size 10pcs/pack | |
| 123 | STAPLE WIRE, standard, 24/6 1,000pcs/box | |
| 124 | TAPE, TRANSPARENT, 1inch, 24mm | |
| 125 | TAPE, TRANSPARENT, 2inches, 48mm | |
| 126 | TAPE MASKING, 1inch x 24mm 50 meters length | |
| 127 | TAPE MASKING, 2inches x 48mm 50 meters length | |
| 128 | ENVELOPE BROWN, plain, legal size, 500 pcs/box | |
| 129 | WALL CLOCK, elegant design, stainless steel depth 5cm | |
| 130 | MOUSE, optical, USB connection type: | |
| | CITY PLANNING AND DEVELOPMENT DEPARTMENT (CPDD-22-OSD-255) | |
| 131 | Paper, 420mm x 297mm (A3) 70gsm | |
| 132 | Plotter paper for HP Large Format Printer, 60 inches x 50 yards/roll, matte coated | |
| 133 | Double Adhesive Tape, with foam, 1m/roll | |
| 134 | CD Recordable, Speed 4.7 GB capacity | |
| 135 | Illustration Board, 30 x 40, 10 sheets per pack | |
| 136 | Data Folder, made of chipboard with lock | |
| 137 | Note Pad, Stick on, 3 x 3 | |
| 138 | Permanent Marker, Refillable marker, 1.5mm, black | |
| 139 | Binder Clip - 1inch, 12/box, black | |
| 140 | Post-It Page Marker, 1/2 x 2, 0.5 x 1.75inches, 500 markers/pack | |
| 141 | Correction Pen, Squeeze 80 quickly dry | |
| 142 | Ring Binder- 2inches x 3inches, spine 2 rings, legal, lockable front cover, finger pull hole | |

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| 143 | DVD- Recordable, Speed 4.7 GB Capacity | |
| 144 | Paper Clip- 33mm, vinyl coated, assorted, 100's | |
| 145 | Paper Clip- 50mm, Vinyl coated, assorted, 100's | |
| 146 | Photo Paper Inkjet- A3, 230gsm, high gloss | |
| 147 | Photo Paper, High prem, Glossy, A4, 25 pcs/pack | |
| 148 | Gun Tacker, Arrow T30 Staple Gun Tacker | |
| 149 | Ruler 12inches, any color, plastic | |
| 150 | Double Clip, 25mm, Black | |
| | NOVALICHES DISTRICT HOSPITAL (NDH-22-OSD-237) | |
| 151 | Paper, Pink, bond premium grade A4 size 70gsm | |
| 152 | Paper, Blue , bond premium grade A4 size 70gsm | |
| 153 | Paper, Green, bond premium grade A4 size, 70gsm | |
| 154 | Paper, Yellow, bond premium grade, A4 size 70gsm | |
| B. | Compliance to the Schedule of Requirements (Section VI) | |

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 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) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

