



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. QCU-22-OSD-1161**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

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

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

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

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





QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



INVITATION TO BID

October 26, 2022

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CIA-22-OE-1511	COMMITTEE ON INTERNAL ACCOUNTS	COPIER MACHINE AND PRINTER	P 1,165,987.00	GF	30 CD
2.	CONSO-22-OE-1644	CITY ASSESSOR'S OFFICE / CITY GENERAL SERVICES DEPARTMENT	VARIOUS OFFICE EQUIPMENT (PRINTER AND OTHERS)	P 1,344,999.00	GF	30 CD
3.	QCPL-22-BMOP-983B	QUEZON CITY PUBLIC LIBRARY	VARIOUS BOOKS (LOCAL AND FOREIGN BOOKS)	P 1,315,663.23	GF	30 CD
4.	QCSBCDPO-22-GM-1268	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS	AIR CARE DEODORIZER STARTER SET	P 9,301,000.00	GF	30 CD
5.	VET-22-VPS1-716b	QUEZON CITY VETERINARY DEPARTMENT	ANTI-RABIES VACCINE FOR ANIMALS AND OTHERS	P 8,511,840.00	GF	30 CD
6.	CPDD-22-OE-1300B	CITY PLANNING AND DEVELOPMENT DEPARTMENT	VARIOUS OFFICE EQUIPMENT LINE 2: LAPTOP AND OTHERS	P 1,740,800.00	GF	30 CD
7.	CPDD-22-PS2-1424	CITY PLANNING AND DEVELOPMENT DEPARTMENT	PRINTING OF COMPREHENSIVE DEVELOPMENT PLAN (CDP) AND OTHERS	P1,484,000.00	GF	30 CD
8.	MDAD-22-CG-1482	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	VENDORS UMBRELLA	P1,998,500.00	GF	30 CD
9.	MDAD-22-OE-1468	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	DESKTOP COMPUTER AND OTHERS	P6,460,990.00	GF	30 CD
10.	HCDRD-22-SS2-1462	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	SURVEY WORKS AND TITLING DOCUMENTATION	P 1,703,896.80	GF	1 MONTH
11.	OCM-22-GM-1548	OFFICE OF THE CITY MAYOR	FOLDABLE HAND CARRY MAT	P 8,175,000.00	GF	20 CD
12.	OCM-22-TA-1565	OFFICE OF THE CITY MAYOR	CUSTOMIZED CARD TYPE USB AND OTHERS	P 2,225,000.00	GF	15 CD
13.	OCM-22-GI2-1545	OFFICE OF THE CITY MAYOR	RICE	P 27,500,000.00	GF	1 MONTH
14.	OCM-22-PS2-1550	OFFICE OF THE CITY MAYOR	PRINTING OF TARPULIN	P 4,100,000.00	GF	1 MONTH
15.	OCM-22-SERVICES-1551	OFFICE OF THE CITY MAYOR	RENTAL OF LED PANEL SCREEN AND OTHERS	P 36,865,356.00	GF	1 MONTH
16.	OCM-22-OSD-1629	OFFICE OF THE CITY MAYOR	STICKER PAPER AND OTHERS	P 18,199,701.00	GF	30 CD
17.	CONSO-22-CS1-1633	PUBLIC EMPLOYMENT SERVICE OFFICE	FOOD AND DRINKS	P 1,470,511.95	GF	1 MONTH
18.	CTO-22-OESC-1527	CITY TREASURER'S OFFICE	TONER CARTRIDGE AND OTHERS	P 3,593,920.00	GF	30 CD
19.	ENGINEERING-22-FIXTURES-1611	DEPARTMENT OF ENGINEERING	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR 5TH AND 8TH FLOOR - DEPARTMENT OF ENGINEERING	P 17,911,209.00	GF	45 CD
20.	QCU-22-OESC-1162B	QUEZON CITY UNIVERSITY	TONER CARTRIDGE AND OTHERS	P 2,148,134.80	GF	30 CD
21.	QCU-22-OSD-1161	QUEZON CITY UNIVERSITY	VARIOUS OFFICE SUPPLIES	P 1,004,919.06	GF	30 CD
22.	QCU-22-AMS-1521	QUEZON CITY UNIVERSITY	PREVENTIVE MAINTENANCE SERVICES AND REPAIRS OF QUEZON CITY UNIVERSITY AIRCONDITION UNITS	P 1,982,779.20	GF	30 CD
23.	BUDGET-22-OE-1541	CITY BUDGET DEPARTMENT	DIGITAL DUPLICATOR AND OTHERS	P 1,007,126.00	GF	30 CD
24.	NDH-22-HMF-1571	NOVALICHES DISTRICT HOSPITAL	COMPUTED RADIOGRAPHY WITH PRINTER	P 7,000,000.00	GF	60 CD
25.	OCM(POPS)-22-SOP-1065	OFFICE OF THE CITY MAYOR - POPS PLAN (BCRD)	BATON	P 1,999,800.00	GF	15 CD
26.	CONSO-22-CS1-1659	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	FOOD AND DRINKS AND OTHERS	P 1,273,473.50	GF	15 CD
27.	BCRD-22-SERVICES-1428	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	RENTAL OF VENUE AND OTHERS	P 3,170,000.00	GF	15 CD
28.	CONSO-22-GI2-1628	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT / SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 1: GROCERY PACKS	P 28,739,286.40	GF	1 MONTH
			LINE 2: FOOD PACKS	P 139,492,800.00	GF	1 MONTH
			LINE 3: FOOD PACKS FOR INDIGENT	P 241,935,782.44	GF	1 MONTH
			LINE 4: GROCERY PACKS	P 22,998,113.12	GF	1 MONTH

29.	SDO-22-BMOP-1582	SCHOOLS DIVISION OFFICE	VARIOUS BOOKS Line 1: SENIOR HIGH SCHOOL WORKTEXT FOR SPECIALIZED COURSES	P 19,998,430.00	SEF	30 CD
			VARIOUS BOOKS Line 2: MATH WORKBOOKS	P 40,286,379.00	SEF	30 CD
			VARIOUS BOOKS Line 3: SUPPLEMENTAL READING MATERIALS FOR LITERACY INITIATIVES OF SDO-QC	P 15,330,000.00	SEF	30 CD
			VARIOUS BOOKS Line 4: READING MATERIALS FOR READING REMEDIATION PROGRAM	P 707,850.00	SEF	30 CD
30.	SDO-22-EMS-1533	SCHOOLS DIVISION OFFICE	MATH WINDOW CARDS	P 11,942,400.00	SEF	30 CD
31.	SDO-22-MSLI-814	SCHOOLS DIVISION OFFICE	VARIOUS MEDICAL SUPPLIES (GLOVES AND OTHERS)	P 2,483,476.10	SEF	30 CD
32.	QCRRMO-22-VEHICLES-1309	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (CGSD)	29-SEATER BUS	P 9,635,200.00	GF	90 CD
33.	SSDD-22-EMS-1556	SOCIAL SERVICES DEVOPMENT DEPARTMENT	STARTER KIT FOR DAY CARE CENTERS	P 2,999,778.00	GF	1 MONTH
34.	SSDD-22-BMOP-1557	SOCIAL SERVICES DEVOPMENT DEPARTMENT	BOOKS AND OTHERS	P 2,238,500.00	GF	15 CD
35.	HEALTH-22-DM-1636	QUEZON CITY HEALTH DEPARTMENT	POUCH WITH DRUGS AND MEDICINES	P 5,149,082.60	GF	1 MONTH
36.	HEALTH-22-OESC-918	QUEZON CITY HEALTH DEPARTMENT	INK AND TONER CARTRIDGES	P 3,300,603.00	GF	1 MONTH
37.	HEALTH-22-JS2-1212	QUEZON CITY HEALTH DEPARTMENT	VARIOUS JANITORIAL SUPPLIES	P 6,139,561.12	GF	1 MONTH
38.	HEALTH-22-MSLI-958	QUEZON CITY HEALTH DEPARTMENT	VARIOUS MEDICAL SUPPLIES	P 2,821,381.50	GF	1 MONTH
39.	HEALTH-22-SOP-775B	QUEZON CITY HEALTH DEPARTMENT	MISTING MACHINE	P 3,752,400.00	GF	30 CD
40.	HEALTH-22-PS2-908	QUEZON CITY HEALTH DEPARTMENT	PRINTING OF VARIOUS BOOKLETS	P 1,298,000.00	GF	30 CD
41.	CCRD-22-IT-1396	CITY CIVIL REGISTRY DEPARTMENT	DOCUMENT DIGITIZATION SERVICES PHASE II FOR THE CITY CIVIL REGISTRY DEPARTMENT OF QUEZON CITY	P 3,275,000.00	GF	1 YEAR
42.	CONSO-22-OESC-896B	VARIOUS OFFICES: (DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY / AMORANTO SPORTS COMPLEX)	INK CARTRIDGE AND OTHERS	P 490,811.35	GF	30 CD
43.	CONSO-22-FOODSTUFF-1647	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT / SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 1: RICE	P 30,222,500.00	GF	1 MONTH
			LINE 2: FOOD PACKS	P 5,571,392.00	GF	1 MONTH
			LINE 3: RICE	P 3,000,000.00	GF	1 MONTH
			LINE 4: RICE AND OTHERS	P 1,998,800.00	GF	1 MONTH
44.	CONSO-22-HLMF-1649	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT/ OFFICE OF THE CITY MAYOR -POPS PLAN (BCRD)	LINE 1: HOTEL ACCOMMODATION, FOOD AND OTHERS	P 2,971,215.00	GF	1 MONTH
			LINE 2: HOTEL ACCOMMODATION, FOOD AND OTHERS	P 2,459,601.40	GF	1 MONTH
			LINE 3: HOTEL ACCOMMODATION, FOOD AND OTHERS	P 2,299,356.20	GF	1 MONTH
			LINE 4: VENUE RENTAL AND OTHERS	P 3,264,628.00	GF	1 MONTH

- The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund and Special Education 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.*



5. A complete set of Bidding Documents may be acquired by interested Bidders on **Thursday, October 27, 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)
500,000 and below	500.00
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 **3:00 P.M. of Thursday, November 03, 2022** at **2<sup>nd</sup> 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=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>
- Meeting ID: 848 3500 2246  
 Passcode: 154733
7. Bids must be duly received by the BAC Secretariat through manual submission at the 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before 11:00 A.M. of **Tuesday, November 15, 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 1:00 P.M. of **Tuesday, November 15, 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=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933  
 Passcode: 118682

  - 10. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  - 11. For further information, please refer to:  
**ATTY. DOMINIC B. GARCIA**  
 OIC, Procurement Department  
 2<sup>nd</sup> Floor, Procurement Department,  
 Finance Building, Quezon City Hall Compound  
 Elliptical Road, Barangay Central Diliman, Quezon City.  
 Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)  
 Tel. No. (02)8988-4242 loc. 8506/8710  
 Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)
  - 12. You may visit the following websites:  
 For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**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 **QCU-22-OSD-1161**.

*[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 One (151) items***, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2022** in the amount of **ONE MILLION FOUR THOUSAND NINE HUNDRED NINETEEN PESOS AND 06/100 ONLY (Php1,004,919.06)**.

2.2. The source of funding is:

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

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

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

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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



## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

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

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

19.4. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

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

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

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

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause															
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li><i>A single contract similar to <b>the item/s to be bid</b> and must be at least <b>twenty-five percent (25%)</b> of the ABC.</i></li> <li>Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>														
7.1	Subcontracting is not allowed.														
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.														
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>The amount of not less than <b>Php 20,098.38</b> or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>The amount of not less than <b>Php 50,245.95</b> or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>														
19.3	<table border="1"> <thead> <tr> <th colspan="2">APPROVED BUDGET FOR THE CONTRACT</th></tr> <tr> <th>ITEM NO.</th><th>BREAKDOWN</th></tr> </thead> <tbody> <tr> <td>Item Nos. 1-37</td><td>P 193,849.00</td></tr> <tr> <td>Item Nos. 38-66</td><td>P 259,777.00</td></tr> <tr> <td>Item Nos. 67-122</td><td>P 471,104.66</td></tr> <tr> <td>Item Nos. 123-151</td><td>P 80,188.40</td></tr> <tr> <td><b>TOTAL:</b></td><td><b>P 1,004,919.06</b></td></tr> </tbody> </table>	APPROVED BUDGET FOR THE CONTRACT		ITEM NO.	BREAKDOWN	Item Nos. 1-37	P 193,849.00	Item Nos. 38-66	P 259,777.00	Item Nos. 67-122	P 471,104.66	Item Nos. 123-151	P 80,188.40	<b>TOTAL:</b>	<b>P 1,004,919.06</b>
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<b>TOTAL:</b>	<b>P 1,004,919.06</b>														
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> <li>No additional requirement</li> </ul>														
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ul style="list-style-type: none"> <li>No additional requirement</li> </ul>														

# *Section IV. General Conditions of Contract*

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

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## 5. Warranty

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

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

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

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

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

## ***Section V. Special Conditions of Contract***

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

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

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

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

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



# Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>b. in the event of termination of production of the spare parts:<ul style="list-style-type: none"><li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li><li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li></ul></li></ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

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

# Section VI. Schedule of Requirements

PROJECT NAME: PROCUREMENT OF VARIOUS OFFICE SUPPLIES  
PROJECT NO. QCU-22-OSD-1161

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

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
	<b>With minimum technical specifications</b>			
	<b>ADMINISTRATIVE SUPPORT SERVICES PROGRAM</b>			
1	<b>Arch File Folder</b> - legal, 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	45	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
2	<b>Ballpen</b> - crystal tech, black, 25 pieces/box	Box	12	
3	<b>Chalk</b> - white, enamel, molded, dustless, 12 pieces/box	Box	54	
4	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	Piece	32	
5	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12pieces/box	Box	39	
6	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12pieces/box	Box	41	
7	<b>Corkboard</b> - thick resilient cork with plywood backing, 2ft. x 3ft.	Piece	3	
8	<b>Data File Box</b> - horizontal, legal, single, closed ends, made of chipboard	Piece	315	
9	<b>Data File Box</b> - double, hardbound	Piece	20	
10	<b>Data Folder / Ring Binder</b> - made with chipboard, taglia lock – 4 inches	Piece	25	
11	<b>Data Folder / Ring Binder</b> - made with chipboard, taglia lock – 2 inches	Piece	40	
12	<b>Dating and Stamping Machine</b> - S-69 Dater Received Stamp	Piece	15	
13	<b>Envelope</b> - expanding, plastic, legal	Piece	25	
14	<b>Eraser</b> , - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	50	
15	<b>File Tab Divider</b> - A4, 5 colors/set	Set	64	
16	<b>File Tab Divider</b> - legal, 5 colors/set	Set	94	
17	<b>Folder pressboard</b> - legal, 100's/box	Box	16	
18	<b>Laminating Film</b> - box of 100's – 222mm x 337mm (legal) - 250 mic.	Box	1	
19	<b>Magazine File Box</b> - large, vertical, open end, chipboard	Piece	35	
20	<b>Marker</b> - permanent, broad type, black	Piece	50	
21	<b>Marker</b> - permanent, bullet type, red	Piece	48	
22	<b>Marker</b> - whiteboard, blue	Piece	38	
23	<b>Marker</b> - whiteboard, red	Piece	58	
24	<b>Meter Stick</b> - divided in millimeters on one side and eighths of an inch on the other side. Made of hardwood with multiple coats of clear lacquer finish. 1 inch wide, 1/4 inch thick and includes metal ends.	Piece	2	
25	<b>Notepad 3 x 4</b> - stick on, 3 x 4, 100 sheets	Pad	65	
26	<b>Notepad 2 x 3</b> - stick on, 2 x 3, 100 sheets	Pad	65	
27	<b>Parchment Paper</b> - 90 gsm, size: 8 inches (w) x 11 (l) inches, 10's/pack, color: white/natural	Pack	52	
28	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	Box	66	
29	<b>Paper Tray</b> - legal, 3 Layer duramental, black	Piece	10	

30	<b>Photo Paper</b> - 20 sheets/pack, 4R size, 260gsm waterproof, for all types of inkjet	Pack	50	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
31	<b>Plastic Cover</b> - 90cm x 120cm, #16, thick	Yard	40	
32	<b>Rubber Band</b> - 70mm min lay flat length (#18)	Box	21	
33	<b>Printing Calculator</b> - mini-printer, 12 digits, 1.6 line-per-second printing, line printing, tax calculation, currency exchange function, cost/sell/margin, function command signs: A symbol (+, -, ×, ÷) on the display indicates the status of operation you are currently performing. Dimensions: H x W x L (1-5/8 inches x 4 inches x 7-5/8 inches) Accessories: IR-40 (Ink Roll) Paper Width 2 1/4 Inch, Ink Type – Ink Roll, Weight: 340g, Power Supply: AC Adapter (AD-A60024 Included) or 4-AA Batteries (optional)	Unit	3	
34	<b>Sintra Board</b> - 3.0mm, matte, over-lamination	Piece	25	
35	<b>Stapler</b> - binder type, heavy duty	Unit	7	
36	<b>Sticker Paper</b> - matte, A4, white, 10's/pack	Pack	45	
37	<b>Tape</b> masking, 48mm (2 inches)	Roll	75	
	<b>ACADEMIC PROGRAM</b>			
38	<b>Arch File Folder legal</b> - 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	145	
39	<b>Ballpen</b> - crystal tech, black, 25 pieces/box	Box	10	
40	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	Box	78	
41	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	Box	54	
42	<b>Carbon Film</b> - long, black, 100's/pack	Pack	4	
43	<b>Chalk</b> - white, enamel, molded, dustless, 12's/box	Box	84	
44	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	Piece	60	
45	<b>Cutting Matt</b> - green, 11-3/4 inches x 16-1/2 inches	Piece	2	
46	<b>Data File Box</b> - made with chipboard, closed ends, legal	Piece	205	
47	<b>Dating and Stamping Machine</b> -S-69 Dater Received Stamp	Piece	13	
48	<b>Envelope</b> - expanding, plastic, legal	Piece	150	
49	<b>Eraser</b> - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	50	
50	<b>File Tab Divider</b> - A4, 5 colors/set	Set	40	
51	<b>File Tab Divider</b> - legal, 5 colors/set	Set	65	
52	<b>Folder pressboard</b> - legal, 100's/box	Box	74	
53	<b>Magazine File Box</b> - large, vertical, open end, chipboard	Piece	23	
54	<b>Marker</b> - permanent, bullet type, red	Piece	77	
55	<b>Marker</b> - whiteboard, blue	Piece	77	
56	<b>Marker</b> - whiteboard, red	Piece	77	
57	<b>Notepad</b> - stick on, 2 x 3, 100 sheets	Pad	34	
58	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	Pad	46	
59	<b>Parchment Paper</b> - 90 gsm, size: 8 inches (w) x 11 inches (l) inches, 10's/pack, color: white/natural	Pack	21	
60	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	Box	56	
61	<b>Paper Clip</b> - 50mm, vinyl/plastic coated	Box	76	
62	<b>Push Pin</b> - 100s, assorted color	Pack	10	
63	<b>Rubber Band</b> - 70mm min lay flat length (#18)	Box	45	
64	<b>Ruler Metal</b> – 12 inches, stainless steel	Piece	18	
65	<b>Tape packaging</b> - 48mm (2 inches)	Roll	52	
66	<b>Tape transparent</b> - 24mm (1 inch), 30m	Roll	89	

	<b>STUDENT SUPPORT SERVICES PROGRAM</b>			<b>Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed</b>
<b>67</b>	<b>Ballpen</b> - crystal tech, 0.7mm, black, 25 pieces/box	Box	13	
<b>68</b>	<b>Card Identification</b> - Identification Card PVC gloss type white, 30 mil thickness 54mmx86mm, 250's/box	Box	15	
<b>69</b>	<b>Cartolina</b> - white, bristol board; size 572mm x 724mm (-3mm); 100gsm; 0.12mm thickness; non-bleed, non-feathering and non-blot, suitable for marking pen and drawing ink; 50 pieces/pack	Pack	10	
<b>70</b>	<b>Clear Plastic</b> - plastic, clear cover, gauge #5, length : 50m width : 1.2 meter or 48 inches	Roll	20	
<b>71</b>	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	Piece	62	
<b>72</b>	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	Box	30	
<b>73</b>	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	Box	30	
<b>74</b>	<b>Clip, bulldog</b> - metal clip 3 inches, 4cm x 7cm x 40cm, 12's/box	Box	3	
<b>75</b>	<b>Correction Pen</b> - Quick Dry Pen 7ml, Metal Tip	Tube	5	
<b>76</b>	<b>Data File Box</b> - made with chipboard, closed ends, legal	Piece	50	
<b>77</b>	<b>Archfile/Data Folder</b> - legal, 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	48	
<b>78</b>	<b>Dating and Stamping Machine</b> , S-69 Dater Received Stamp	Piece	16	
<b>79</b>	<b>Document Tray</b> - legal, 3 layer durametal black	Piece	12	
<b>80</b>	<b>Envelope</b> - expanding, plastic, polypropylene plastic; secure heat-sealed joints; with elastic strap; size (LxW) (min): 380mm x 260mm; thickness: 0.50mm (min.); expansion: 30mm (min.); assorted colors	Piece	255	
<b>81</b>	<b>Eraser</b> , rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	19	
<b>82</b>	<b>Magazine File Box</b> - large, vertical, open end, chipboard	Piece	30	
<b>83</b>	<b>File Organizer</b> - expanding plastic material, with 12 inside pockets with index tab Legal Size, with elastic strap, 50 pieces per box	Box	5	
<b>84</b>	<b>File Tab Divider</b> - A4, 5 colors/set	Set	36	
<b>85</b>	<b>File Tab Divider</b> - legal, 5 colors/set	Set	36	
<b>86</b>	<b>Folder Arch File</b> – 3 inches- long (side clip), any color	Piece	25	
<b>87</b>	<b>Folder</b> - pressboard, heavy duty paper board; size: 369mm x 242mm (-5mm); thickness: 0.40mm (min); basis weight: 312 gsm (min); color: cream, green or maroon, etc. accordion-pleat gusset: latex paper/PVC bookbinder/ book cloth/ paper cloth; 100 pieces per box	Box	44	
<b>88</b>	<b>Glue Padding</b> - padding glue, 250grams/bottle, for binding	Bottle	5	
<b>89</b>	<b>Glue Stick</b> - extra strength, safe, acid free and non-toxic, clear and colorless when dry, applies smoothly without clamps, handy twist-up applicator 25g	Stick	36	
<b>90</b>	<b>Linen Board</b> - for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	Pack	50	
<b>91</b>	<b>Looseleaf Cover</b> - legal size, 45mm thickness of 70 gsm, 50 sets per bundle	Bundle	3	
<b>92</b>	<b>Magnetic Whiteboard</b> , 2 x 3 feet with aluminum frame	Piece	12	
<b>93</b>	<b>Marker</b> - permanent, bullet type, red	Piece	26	

94	<b>Marker-</b> permanent, broad/chisel tip, multi-color	Piece	24	<b>Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed</b>
95	<b>Marker-</b> whiteboard, blue	Piece	3	
96	<b>Marker-</b> whiteboard, red	Piece	3	
97	<b>Notepad</b> - stick on, 2 x 3, 100 sheets	Pad	30	
98	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	Pad	30	
99	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	Box	48	
100	<b>Paper Clip</b> - 50mm, vinyl/plastic coated	Box	48	
101	<b>Parchment Paper</b> - 90 gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	Pack	2	
102	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 200 gsm, suitable for all modern inkjet printer	Pack	22	
103	<b>Plastic Cover</b> - 13.50 x 10m, gauge 4	Roll	31	
104	<b>Puncher</b> - 3-holes, heavy duty	Piece	1	
105	<b>Push Pin</b> - 100's, assorted color	Pack	7	
106	<b>Ring Binder</b> - plastic, 25mm, 5's/pack	Pack	5	
107	<b>Ring Binder</b> - plastic, 50mm, 5's/pack	Pack	5	
108	<b>Rubber Band</b> - 70mm min lay flat length(#18)	Box	15	
109	<b>Smart Card</b> - contactless smart cards, CR80 x 8mm, 200 cards/box	Box	10	
110	<b>Special Paper</b> - linen board, 220gsm for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	Pack	50	
111	<b>Stamp Pad Ink</b> - black, 30ml	Bottle	4	
112	<b>Stapler</b> - binder type heavy duty, 200 sheets (23/6, 23/8, 23/10)	Piece	2	
113	<b>Stapler</b> - binder type, heavy duty	Piece	10	
114	<b>Sticker Paper</b> - A4, neon colors, 10's/pack	Pack	10	
115	<b>Sticker Paper</b> - A4, white 10's/pack, matte	Pack	27	
116	<b>Tape Dispenser</b> - handheld, metal, for 2 inches	Piece	6	
117	<b>Tape Double Sided</b> - all weather, heavy duty, 24mm x 2.0m	Roll	7	
118	<b>Tape Double Sided</b> - strong for multiple bonding, easy to peel liner, 3 inches card core, 18mm x 10Y x 80UM	Roll	6	
119	<b>Tape Double Sided</b> - foam type, super strong, VHB Double sided adhesive, waterproof, heavy duty, original, 20mm	Roll	6	
120	<b>Tape</b> - masking, 48mm (2 inches)	Roll	51	
121	<b>Tape</b> - packaging, 48mm (2 inches)	Roll	41	
122	<b>Tape</b> - transparent, 24mm (1 inch)	Roll	51	
	<b>RESEARCH, EXTENSION PLANNING &amp; LINKAGES PROGRAM</b>			
123	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	Box	8	
124	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	Box	8	
125	<b>Cutting Matt</b> - green, 11-3/4 inches x 16-1/2 inches	Piece	2	
126	<b>Data File Box</b> - horizontal, legal, single, closed ends, made of chipboard	Piece	20	
127	<b>Data Folder</b> - legal size	Piece	15	
128	<b>Folder</b> - expandable, pressboard, legal	Piece	100	
129	<b>Folder</b> - fancy, legal, 50's/bundle	Bundle	4	
130	<b>Laminating Film</b> - 9 inches x 50 meters, 250 mic.	Roll	1	
131	<b>Marker-</b> permanent, bullet type, red	Piece	10	
132	<b>Marker-</b> whiteboard, blue, felt, bullet type	Piece	20	
133	<b>Marker</b> - whiteboard, red, felt, bullet type	Piece	10	
134	<b>Parchment Paper</b> - 90gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	Pack	20	
135	<b>Paper</b> - A3 size, multi-copy, 70gsm (500 pieces/ream)	Ream	10	

136	<b>Paper Clip</b> - 33mm, vinyl/plastic coated 100's/box	Box	20	<b>Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed</b>
137	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 180gsm	Pack	50	
138	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 220gsm	Pack	50	
139	<b>Photo Paper</b> - glossy, double-sided, A4 (210mm x 297mm) 80gsm, 50 sheets/pack	Pack	75	
140	<b>Photo Paper</b> - A3 size, waterproof, 20 pieces per pack	Pack	20	
141	<b>Ring Binder Folder</b> - lever arch file, A4-size, 2 holes/ring	Piece	20	
142	<b>Ring Binder Folder</b> - lever arch file, legal-size, 2 holes/ring	Piece	20	
143	<b>Sticker Paper</b> - glossy photo, A4, white, 20's/pack	Pack	50	
144	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	Pad	15	
145	<b>Tape</b> - masking, 48mm (2 inches)	Roll	12	
146	<b>Tape</b> - transparent, 24mm (1 inch), 30m	Roll	20	
147	<b>Paper Clip</b> - 50mm, vinyl/plastic coated, 100's/box	Box	10	
148	<b>Record Book</b> - 500 pages, hard cover	Piece	2	
149	<b>Tape</b> - packaging, 48mm (2 inches)	Roll	8	
150	<b>Specialty Paper</b> - vellum board, letter size, 220gsm, 100's/pack	Pack	50	
151	<b>White Board</b> - magnetic dry erase, 8.5 inches x 11 inches, plastic frame	Piece	3	
***				

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. QCU-22-OSD-1161

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.	<b>With minimum technical specifications</b>	
	<b>ADMINISTRATIVE SUPPORT SERVICES PROGRAM</b>	
1	<b>Arch File Folder</b> - legal, 2 inches, 2 rings, made of chipboard, lockable front cover	
2	<b>Ballpen</b> - crystal tech, black, 25 pieces/box	
3	<b>Chalk</b> - white, enamel, molded, dustless, 12 pieces/box	
4	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	
5	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12pieces/box	
6	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12pieces/box	
7	<b>Corkboard</b> - thick resilient cork with plywood backing, 2ft. x 3ft.	
8	<b>Data File Box</b> - horizontal, legal, single, closed ends, made of chipboard	
9	<b>Data File Box</b> - double, hardbound	
10	<b>Data Folder / Ring Binder</b> - made with chipboard, taglia lock – 4 inches	
11	<b>Data Folder / Ring Binder</b> - made with chipboard, taglia lock – 2 inches	
12	<b>Dating and Stamping Machine</b> - S-69 Dater Received Stamp	
13	<b>Envelope</b> - expanding, plastic, legal	
14	<b>Eraser</b> , - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	
15	<b>File Tab Divider</b> - A4, 5 colors/set	
16	<b>File Tab Divider</b> - legal, 5 colors/set	
17	<b>Folder pressboard</b> - legal, 100's/box	
18	<b>Laminating Film</b> - box of 100's – 222mm x 337mm (legal) - 250 mic.	
19	<b>Magazine File Box</b> - large, vertical, open end, chipboard	

20	<b>Marker</b> - permanent, broad type, black	
21	<b>Marker</b> - permanent, bullet type, red	
22	<b>Marker</b> - whiteboard, blue	
23	<b>Marker</b> - whiteboard, red	
24	<b>Meter Stick</b> - divided in millimeters on one side and eighths of an inch on the other side. Made of hardwood with multiple coats of clear lacquer finish. 1 inch wide, 1/4 inch thick and includes metal ends.	
25	<b>Notepad 3 x 4</b> - stick on, 3 x 4, 100 sheets	
26	<b>Notepad 2 x 3</b> - stick on, 2 x 3, 100 sheets	
27	<b>Parchment Paper</b> - 90 gsm, size: 8 inches (w) x 11 (l) inches, 10's/pack, color: white/natural	
28	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	
29	<b>Paper Tray</b> - legal, 3 Layer duramental, black	
30	<b>Photo Paper</b> - 20 sheets/pack, 4R size, 260gsm waterproof, for all types of inkjet	
31	<b>Plastic Cover</b> - 90cm x 120cm, #16, thick	
32	<b>Rubber Band</b> - 70mm min lay flat length (#18)	
33	<b>Printing Calculator</b> - mini-printer, 12 digits, 1.6 line-per-second printing, line printing, tax calculation, currency exchange function, cost/sell/margin, function command signs: A symbol (+, -, ×, ÷) on the display indicates the status of operation you are currently performing. Dimensions: H x W x L (1-5/8 inches x 4 inches x 7-5/8 inches) Accessories: IR-40 (Ink Roll) Paper Width 2 1/4 Inch, Ink Type – Ink Roll, Weight: 340g, Power Supply: AC Adapter (AD-A60024 Included) or 4-AA Batteries (optional)	
34	<b>Sintra Board</b> - 3.0mm, matte, over-lamination	
35	<b>Stapler</b> - binder type, heavy duty	
36	<b>Sticker Paper</b> - matte, A4, white, 10's/pack	
37	<b>Tape</b> masking, 48mm (2 inches)	
	<b>ACADEMIC PROGRAM</b>	
38	<b>Arch File Folder legal</b> - 2 inches, 2 rings, made of chipboard, lockable front cover	
39	<b>Ballpen</b> - crystal tech, black, 25 pieces/box	
40	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	
41	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	
42	<b>Carbon Film</b> - long, black, 100's/pack	
43	<b>Chalk</b> - white, enamel, molded, dustless, 12's/box	
44	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	
45	<b>Cutting Matt</b> - green, 11-3/4 inches x 16-1/2 inches	
46	<b>Data File Box</b> - made with chipboard, closed ends, legal	
47	<b>Dating and Stamping Machine</b> -S-69 Dater Received Stamp	
48	<b>Envelope</b> - expanding, plastic, legal	
49	<b>Eraser</b> - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	
50	<b>File Tab Divider</b> - A4, 5 colors/set	
51	<b>File Tab Divider</b> - legal, 5 colors/set	
52	<b>Folder pressboard</b> - legal, 100's/box	
53	<b>Magazine File Box</b> - large, vertical, open end, chipboard	
54	<b>Marker</b> - permanent, bullet type, red	
55	<b>Marker</b> - whiteboard, blue	
56	<b>Marker</b> - whiteboard, red	
57	<b>Notepad</b> - stick on, 2 x 3, 100 sheets	

58	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	
59	<b>Parchment Paper</b> - 90 gsm, size: 8 inches (w) x 11 inches (l) inches, 10's/pack, color: white/natural	
60	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	
61	<b>Paper Clip</b> - 50mm, vinyl/plastic coated	
62	<b>Push Pin</b> - 100s, assorted color	
63	<b>Rubber Band</b> - 70mm min lay flat length (#18)	
64	<b>Ruler Metal</b> – 12 inches, stainless steel	
65	<b>Tape packaging</b> - 48mm (2 inches)	
66	<b>Tape transparent</b> - 24mm (1 inch), 30m	
	<b>STUDENT SUPPORT SERVICES PROGRAM</b>	
67	<b>Ballpen</b> - crystal tech, 0.7mm, black, 25 pieces/box	
68	<b>Card Identification</b> - Identification Card PVC gloss type white, 30 mil thickness 54mmx86mm, 250's/box	
69	<b>Cartolina</b> - white, bristol board; size 572mm x 724mm (-3mm); 100gsm; 0.12mm thickness; non-bleed, non-feathering and non-blot, suitable for marking pen and drawing ink; 50 pieces/pack	
70	<b>Clear Plastic</b> - plastic, clear cover, gauge #5, length : 50m width : 1.2 meter or 48 inches	
71	<b>Clearbook</b> - long, plastic, 20 sheets, refillable	
72	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	
73	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	
74	<b>Clip, bulldog</b> - metal clip 3 inches, 4cm x 7cm x 40cm, 12's/box	
75	<b>Correction Pen</b> - Quick Dry Pen 7ml, Metal Tip	
76	<b>Data File Box</b> - made with chipboard, closed ends, legal	
77	<b>Archfile/Data Folder</b> - legal, 2 inches, 2 rings, made of chipboard, lockable front cover	
78	<b>Dating and Stamping Machine</b> , S-69 Dater Received Stamp	
79	<b>Document Tray</b> - legal, 3 layer durametal black	
80	<b>Envelope</b> - expanding, plastic, polypropylene plastic; secure heat-sealed joints; with elastic strap; size (LxW) (min): 380mm x 260mm; thickness: 0.50mm (min.); expansion: 30mm (min.); assorted colors	
81	<b>Eraser</b> , rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	
82	<b>Magazine File Box</b> - large, vertical, open end, chipboard	
83	<b>File Organizer</b> - expanding plastic material, with 12 inside pockets with index tab Legal Size, with elastic strap, 50 pieces per box	
84	<b>File Tab Divider</b> - A4, 5 colors/set	
85	<b>File Tab Divider</b> - legal, 5 colors/set	
86	<b>Folder Arch File</b> – 3 inches- long (side clip), any color	
87	<b>Folder</b> - pressboard, heavy duty paper board; size: 369mm x 242mm (-5mm); thickness: 0.40mm (min); basis weight: 312 gsm (min); color: cream, green or maroon, etc. accordion-pleat gusset: latex paper/PVC bookbinder/ book cloth/ paper cloth; 100 pieces per box	
88	<b>Glue Padding</b> - padding glue, 250grams/bottle, for binding	
89	<b>Glue Stick</b> - extra strength, safe, acid free and non-toxic, clear and colorless when dry, applies	

	smoothly without clamps, handy twist-up applicator 25g	
90	<b>Linen Board</b> - for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	
91	<b>Looseleaf Cover</b> - legal size, 45mm thickness of 70 gsm, 50 sets per bundle	
92	<b>Magnetic Whiteboard</b> , 2 x 3 feet with aluminum frame	
93	<b>Marker</b> - permanent, bullet type, red	
94	<b>Marker</b> - permanent, broad/chisel tip, multi-color	
95	<b>Marker</b> - whiteboard, blue	
96	<b>Marker</b> - whiteboard, red	
97	<b>Notepad</b> - stick on, 2 x 3, 100 sheets	
98	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	
99	<b>Paper Clip</b> - 33mm, vinyl/plastic coated	
100	<b>Paper Clip</b> - 50mm, vinyl/plastic coated	
101	<b>Parchment Paper</b> - 90 gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	
102	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 200 gsm, suitable for all modern inkjet printer	
103	<b>Plastic Cover</b> - 13.50 x 10m, gauge 4	
104	<b>Puncher</b> - 3-holes, heavy duty	
105	<b>Push Pin</b> - 100's, assorted color	
106	<b>Ring Binder</b> - plastic, 25mm, 5's/pack	
107	<b>Ring Binder</b> - plastic, 50mm, 5's/pack	
108	<b>Rubber Band</b> - 70mm min lay flat length(#18)	
109	<b>Smart Card</b> - contactless smart cards, CR80 x 8mm, 200 cards/box	
110	<b>Special Paper</b> - linen board, 220gsm for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	
111	<b>Stamp Pad Ink</b> - black, 30ml	
112	<b>Stapler</b> - binder type heavy duty, 200 sheets (23/6, 23/8, 23/10)	
113	<b>Stapler</b> - binder type, heavy duty	
114	<b>Sticker Paper</b> - A4, neon colors, 10's/pack	
115	<b>Sticker Paper</b> - A4, white 10's/pack, matte	
116	<b>Tape Dispenser</b> - handheld, metal, for 2 inches	
117	<b>Tape Double Sided</b> - all weather, heavy duty, 24mm x 2.0m	
118	<b>Tape Double Sided</b> - strong for multiple bonding, easy to peel liner, 3 inches card core, 18mm x 10Y x 80UM	
119	<b>Tape Double Sided</b> - foam type, super strong, VHB Double sided adhesive, waterproof, heavy duty, original, 20mm	
120	<b>Tape</b> - masking, 48mm (2 inches)	
121	<b>Tape</b> - packaging, 48mm (2 inches)	
122	<b>Tape</b> - transparent, 24mm (1 inch)	
	<b>RESEARCH, EXTENSION PLANNING &amp; LINKAGES PROGRAM</b>	
123	<b>Clip, foldback</b> - 19mm (3/4 inch), metal, 12 pieces/box	
124	<b>Clip, foldback</b> - 25mm (1 inch), metal, 12 pieces/box	
125	<b>Cutting Matt</b> - green, 11-3/4 inches x 16-1/2 inches	
126	<b>Data File Box</b> - horizontal, legal, single, closed ends, made of chipboard	
127	<b>Data Folder</b> - legal size	
128	<b>Folder</b> - expandable, pressboard, legal	
129	<b>Folder</b> - fancy, legal, 50's/bundle	

130	<b>Laminating Film</b> – 9 inches x 50 meters, 250 mic.	
131	<b>Marker</b> - permanent, bullet type, red	
132	<b>Marker</b> - whiteboard, blue, felt, bullet type	
133	<b>Marker</b> - whiteboard, red, felt, bullet type	
134	<b>Parchment Paper</b> - 90gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	
135	<b>Paper</b> - A3 size, multi-copy, 70gsm (500 pieces/ream)	
136	<b>Paper Clip</b> - 33mm, vinyl/plastic coated 100's/box	
137	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 180gsm	
138	<b>Photo Paper</b> - glossy, 20's, A4 (210mm x 297mm), 220gsm	
139	<b>Photo Paper</b> - glossy, double-sided, A4 (210mm x 297mm) 80gsm, 50 sheets/pack	
140	<b>Photo Paper</b> - A3 size, waterproof, 20 pieces per pack	
141	<b>Ring Binder Folder</b> - lever arch file, A4-size, 2 holes/ring	
142	<b>Ring Binder Folder</b> - lever arch file, legal-size, 2 holes/ring	
143	<b>Sticker Paper</b> - glossy photo, A4, white, 20's/pack	
144	<b>Notepad</b> - stick on, 3 x 4, 100 sheets	
145	<b>Tape</b> - masking, 48mm (2 inches)	
146	<b>Tape</b> - transparent, 24mm (1 inch), 30m	
147	<b>Paper Clip</b> - 50mm, vinyl/plastic coated, 100's/box	
148	<b>Record Book</b> - 500 pages, hard cover	
149	<b>Tape</b> - packaging, 48mm (2 inches)	
150	<b>Specialty Paper</b> - vellum board, letter size, 220gsm, 100's/pack	
151	<b>White Board</b> - magnetic dry erase, 8.5 inches x 11 inches, plastic frame	
B.	<b>Compliance to the Schedule of Requirements (Section VI)</b>	

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

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

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

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

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

## ***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**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with 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**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (j) The 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*

- ☐ (k) 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)

- ☐ (l) *[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.
- ☐ (m) 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).

## III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- No additional requirement

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

