



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. QCGH-23-OSD-1431

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

September 14, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BCRD-23-FOODSTUFF-1326	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	RICE	P 29,999,250.00	GENERAL FUND	30 CD
2.	BCRD-23-GARMENTS-1410	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	POLO SHIRT	P 2,932,000.00	GENERAL FUND	2 MONTHS
3.	BCRD-23-GI2-1324	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	GROCERY BAGS	P 4,800,021.23	GENERAL FUND	2 MONTHS
4.	BCRD-23-HLMF-1409	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	FOOD AND DRINKS, VENUE AND OTHERS	P 10,644,000.00	GENERAL FUND	2 MONTHS
5.	CAO(CPDD)-23-GM-1507	CITY ADMINISTRATOR'S OFFICE (CPDD)	CELLPHONE PREPAID CARDS	2,074,000.00	GENERAL FUND	30 CD
6.	CCRD-23-SERVICES-1498	CITY CIVIL REGISTRY DEPARTMENT	DOCUMENT DIGITIZATION SERVICES PHASE III FOR THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) OF QUEZON CITY	P 4,000,000.00	GENERAL FUND	45 CD
7.	CGSD-23-GRMS-1490	CITY GENERAL SERVICES DEPARTMENT	REPAIR OF DEFECTIVE AIR CONDITIONING UNITS WITHIN QUEZON CITY HALL COMPOUND BUILDINGS	P 2,447,500.00	GENERAL FUND	2 MONTHS
8.	CGSD-23-OSD-1484	CITY GENERAL SERVICES DEPARTMENT	MULTI-COPY PAPER AND OTHERS	P 4,823,669.50	GENERAL FUND	30 CD
9.	CGSD-23-VRM-0427	CITY GENERAL SERVICES DEPARTMENT	RM - MOTOR VEHICLE (PARTS AND LABOR)	P 2,144,192.62	GENERAL FUND	2 MONTHS
10.	CLIMATE-23-EHSE-1265	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	SUPPLY AND DELIVERY OF CONTINUOUS NON-REFERENCE (LOW-TO-MEDIUM COST) AIR QUALITY MONITORING SENSORS INCLUDING CALIBRATION AND MAINTENANCE	P 1,940,000.00	GENERAL FUND	120 CD
11.	ENGINEERING-23-CE2-0453B	DEPARTMENT OF ENGINEERING	TROLLEY MOUNTED COMPRESSOR WITH PNEUMATIC HAMMER	P 1,950,500.00	GENERAL FUND	60 CD
12.	ENGINEERING-23-HCS-1433	DEPARTMENT OF ENGINEERING	CEMENT AND OTHERS	P 2,376,386.00	GENERAL FUND	60 CD
13.	DPOS-23-VPA-1396	DEPARTMENT OF PUBLIC ORDER AND SAFETY	REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)	P 1,091,070.00	GENERAL FUND	30 CD
14.	DSQC-23-SERVICES-1427	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	COLLECTION, TRANSPORTATION, TREATMENT AND DISPOSAL OF USED COOKING OIL PROJECT 2023	P 4,966,255.00	GENERAL FUND	2 MONTHS
15.	HCDRD-23-SS2-1420	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	SURVEY WORKS AND TITLING DOCUMENTATION	P 2,742,500.00	GENERAL FUND	2 MONTHS
16.	HRMD-23-SG-1002	HUMAN RESOURCE MANAGEMENT DEPARTMENT	VARIOUS SPORTING GOODS AND OTHERS	P 4,695,867.20	GENERAL FUND	2 MONTHS
17.	ITDD(QCU)-23-IS-1272	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT(QCU)	SUBSCRIPTION TO PROFESSIONAL INTEGRATED DEVELOPMENT ENVIRONMENT (IDE) SUITE WITH CLOUD DEVELOPMENT & OPERATIONS (DEVOPS) SERVICES	P 2, 246,400.00	GENERAL FUND	30 CD
18.	NDH-23-GRMS-1464	NOVALICHES DISTRICT HOSPITAL	REPAIR AND MAINTENANCE OF ELEVATOR	P 1,200,000.00	GENERAL FUND	30 CD
19.	OSCA-23-FOODSTUFF-1406	OFFICE FOR THE SENIOR CITIZENS AFFAIRS	ADULT NUTRITIONAL POWDER AND DIABETIC DIETARY POWDER	P 1,789,194.66	GENERAL FUND	30 CD
20.	OCIBELMONTE-23-FOODSTUFF-1550	OFFICE OF COUN. IRENE BELMONTE	CUPCAKE AND BOTTLED WATER	P 1,259,995.00	GENERAL FUND	30 CD
21.	CONSO-23-GI2-1451	OFFICE OF THE CITY MAYOR	LINE 1: VARIOUS GROCERY ITEMS	P 6,499,500.00	GENERAL FUND	30 CD
			LINE 2: VARIOUS GROCERY ITEMS	P 24,320,000.00		
			LINE 3: VARIOUS GROCERY ITEMS	P 13,999,500.00		

22.	OCM-23-TFLES-1445	OFFICE OF THE CITY MAYOR	HOTEL ACCOMMODATION AND OTHERS	P 3,372,000.00	GENERAL FUND	2 MONTHS
23.	OCM-23-VPS2-1432	OFFICE OF THE CITY MAYOR	VIDEO PRODUCTION PACKAGE (SANDY IN THE CITY)	P 3,000,000.00	GENERAL FUND	2 MONTHS
24.	OCM-23-EM-1514	OFFICE OF THE CITY MAYOR	EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES	P 17,453,362.50	GENERAL FUND	2 MONTHS
25.	OCM(POPS)-23-VEHICLES-0916B	OFFICE OF THE CITY MAYOR - POPS PLAN	AMBULANCE FOR BJMP	P 3,000,000.00	GENERAL FUND	90 CD
26.	OCM(GAD)-23-CS1-1439	OFFICE OF THE CITY MAYOR (GAD)	FOOD AND DRINKS	P 8,100,000.00	GENERAL FUND	2 MONTHS
27.	OCM(GAD)-23-SG-1534	OFFICE OF THE CITY MAYOR (GAD)	BICYCLE	P 4,440,000.00	GENERAL FUND	30 CD
28.	OVM-23-GI2-1348	OFFICE OF THE VICE MAYOR	GROCERY PACK AND RICE	P 89,864,890.00	GENERAL FUND	30 CD
29.	PDAD-23-VEHICLES-1510	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	WOOD CHIPPER AND SHREDDER WITH VEHICLE	P 9,000,000.00	GENERAL FUND	90 CD
30.	CONSO-23-CS1-1513	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: FOOD AND DRINKS AND OTHERS	P 4,488,221.28	GENERAL FUND	2 MONTHS
			LINE 2: FOOD AND DRINKS AND OTHERS	P 1,999,990.00		
31.	CONSO-23-HLMF-1562	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: HOTEL ACCOMMODATION AND OTHERS	P 1,915,000.00	GENERAL FUND	2 MONTHS
			LINE 2: HOTEL ACCOMMODATION AND OTHERS	P 16,178,800.00		
32.	QCRRMO-23-VPS-1434	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	INFORMATION EDUCATION CAMPAIGN PROMOTING QUEZON CITY AS A SUSTAINABLE AND RESILIENT CITY AMONG QCITIZENS, ORGANIZATIONS AND VARIOUS SECTORS	P 30,000,000.00	GENERAL FUND	2 MONTHS
33.	QCRRMO-23-IT-1262	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	WEB BASED SOFTWARE AND PORTAL FOR COMMUNITY BASED DRRM PLAN BOOK AND RISK MAPS	P 21,000,000.00	GENERAL FUND	30 CD
34.	QCRRMO-23-VEHICLES-1111B	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	CUSTOMIZED MOBILE SERVICE VEHICLE WITH REPEATER SYSTEM	P 2,000,000.00	GENERAL FUND	3 MONTHS
35.	QCDTRC(TAHANAN)-23-FIXTURES-0632C	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	SUPPLY AND INSTALLATION OF CUBICLE FABRIC WITH GLASS AND OTHERS	P 1,013,631.89	GENERAL FUND	30 CD
36.	QCGH-23-OESC-1462	QUEZON CITY GENERAL HOSPITAL	LINE 1: COPY PRINTER INK AND MASTER ROLL	P 1,362,960.00	GENERAL FUND	30 CD
			LINE 2: INKS AND TONERS	P 1,421,915.65		
37.	QCGH-23-OSD-1431	QUEZON CITY GENERAL HOSPITAL	VARIOUS OFFICE SUPPLIES	P 1,398,198.25	GENERAL FUND	30 CD
38.	CONSO-23-DM-1456	QUEZON CITY HEALTH DEPARTMENT	LINE 1: MEBENDAZOLE	P 8,751,960.00	GENERAL FUND	30 CD
			LINE 2: FERROUS SULPHATE AND MORINGA CAPSULE	P 15,957,304.00		
			LINE 3: ANTI-RABIES VACCINE FOR HUMAN AND OTHERS	P 40,359,650.00		
39.	CONSO-23-MSLI-1457	QUEZON CITY HEALTH DEPARTMENT	LINE 1: DENGUE DIAGNOSTIC KIT, HIV KIT AND OTHERS	P 8,218,794.16	GENERAL FUND	30 CD
			LINE 2: HIV DIAGNOSTIC KIT AND OTHERS	P 5,230,729.20		
			LINE 3: VARIOUS MEDICAL SUPPLIES (REAGENTS FOR CHEMISTRY ANALYZER AND OTHERS)	P 13,134,678.00		
40.	HEALTH-23-HME-0551	QUEZON CITY HEALTH DEPARTMENT	AUTOMATIC AUTOCLAVE MACHINE AND OTHERS	P 1,782,673.83	GENERAL FUND	30 CD
41.	HEALTH-23-PCP1-0833	QUEZON CITY HEALTH DEPARTMENT	HYGIENE KIT AND OTHERS	P 2,316,072.00	GENERAL FUND	30 CD
42.	HEALTH-23-PS2-0823	QUEZON CITY HEALTH DEPARTMENT	IMMUNIZATION CARDS AND OTHERS	P 4,370,792.00	GENERAL FUND	30 CD
43.	HEALTH-23-SOP-1223	QUEZON CITY HEALTH DEPARTMENT	PROTECTIVE SUIT AND OTHERS	P 1,819,170.00	GENERAL FUND	30 CD
44.	HEALTH-23-HME-0573	QUEZON CITY HEALTH DEPARTMENT	ELECTRONIC FLAT SCALE AND OTHERS	P 3,186,436.00	GENERAL FUND	30 CD



45.	QCPL-23-EMS-1405	QUEZON CITY PUBLIC LIBRARY	TOY BOX WITH LEARNING TOOLS FOR CHILDREN	P 3,983,508.00	GENERAL FUND	60 CD
46.	CONSO-23-GM-1543	QUEZON CITY UNIVERSITY	DUMMY RIFLE AND OTHERS	P 1,124,700.25	GENERAL FUND	45 CD
47.	QCU-23-OE-0500	QUEZON CITY UNIVERSITY	UNINTERRUPTIBLE POWER SUPPLY AND OTHERS	P 7,108,757.00	GENERAL FUND	45 CD
48.	QCU-23-LSE-1129B	QUEZON CITY UNIVERSITY	VARIOUS EQUIPMENT AND APPARATUS FOR PHYSICS AND CHEMISTRY LABORATORY ROOMS	P 16,752,000.00	TRUST FUND	90 CD
49.	QCU-23-PS2-1485	QUEZON CITY UNIVERSITY	PRINTING OF ANNUAL REPORT AND OTHERS	P 1,842,150.00	GENERAL FUND	45 CD
50.	QCU-23-OE-1188B	QUEZON CITY UNIVERSITY	TECHNICAL AND SCIENTIFIC EQUIPMENT FOR COMPUTER ENGINEERING COURSE	P 13,826,000.00	TRUST FUND	90 CD
51.	CONSO-23-EMS-1458	SCHOOLS DIVISION OFFICE	LINE 1: MANIPULATIVE MATERIALS	P 14,921,000.00	SPECIAL EDUCATION FUND	60 CD
			LINE 2: LETTER CARDS AND OTHERS	P 3,111,000.00		
			LINE 3: MATHEMATICS NUMBER CARDS	P 24,880,000.00		
			LINE 4: MATHEMATICS MANIPULATIVE MATERIALS	P 17,062,920.00		
52.	SDO-23-PP-1448	SCHOOLS DIVISION OFFICE	MONOBLOC CHAIRS	P 39,600,000.00	SPECIAL EDUCATION FUND	60 CD
53.	SDO-23-PS2-1553	SCHOOLS DIVISION OFFICE	LINE 1: SCANNABLE ANSWER SHEETS	P 16,089,315.00	SPECIAL EDUCATION FUND	30 CD
			LINE 2: ALS MODULES	P 3,198,320.00		
54.	SDO-23-BMOP-0812B	SCHOOLS DIVISION OFFICE	SUPPLY AND DELIVERY OF ENGLISH READING RESOURCES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN QUEZON CITY	P 11,700,000.00	SPECIAL EDUCATION FUND	2 MONTHS
55.	SDO-23-BMOP-0948	SCHOOLS DIVISION OFFICE	LIFE SKILLS WORKBOOKS	P 4,800,000.00	SPECIAL EDUCATION FUND	60 CD
56.	SSDD-23-GARMENTS-0914	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	T-SHIRT AND OTHERS	P 1,028,937.40	GENERAL FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Trust 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.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various **Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during **weekdays from 8:00 a.m. – 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Friday, September 15, 2023** 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 **9:30 A.M. of Friday, September 22, 2023** 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 Thursday, October 05, 2023**. 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 Thursday, October 05, 2023** 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: bacgoods.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:


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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 **QCGH-23-OSD-1431**.

[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 thousand sixty-five (1065) item**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **ONE MILLION THREE HUNDRED NINETY EIGHT THOUSAND ONE HUNDRED NINETY EIGHT PESOS AND 25/100 ONLY (Php 1,398,198.25)**.

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

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.

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"> A single contract similar to the item/s to be bid and must be at least twenty-five percent (25%) of the ABC. 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"> The amount of not less than Php 27,963.97 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 The amount of not less than Php 69,909.91 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> no additional requirements.
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"> no additional requirements.

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	
<p>1</p>	<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> <ul 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
	<ul 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>

	<p>Spare Parts –</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">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; andb. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>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.</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>Packaging –</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</p>

	<p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>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	<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. **QCGH-23-OSD-1431**

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
	<u>ADMINISTRATIVE SERVICES</u>			Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
	ACCOUNTING			
1	CALCULATOR, compact, 12-digits desktop (two-way power)	unit	8	
2	CARBON FILM, A4, black (210 x 297mm), 100 pieces per box	box	10	
3	CARBON FILM, legal, black, 8 1/2 x 13", 100 pieces per box	box	10	
4	CLEARBOOK, 20 transparent pockets, A4	piece	8	
5	CLEARBOOK, 20 transparent pockets, legal	piece	8	
6	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm, 2,000 sheets per box	box	10	
7	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 241mm2,000 sheets per box	box	8	
8	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 378mm2,000 sheets per box	box	18	
9	CORRECTION TAPE 5mm wide 8m long, 1 piece, individual plastic	piece	242	
10	ENVELOPE, Documentary, legal, 500 pieces per box	box	1	
11	ENVELOPE, expanding kraft, legal, 100 pieces per box	box	3	
12	ENVELOPE, Mailing, Long substance: 20 (70 gsm) white envelope #10 by: size: 9 1/2 x 4 1/8 , 500 pieces per box	box	3	
13	ERASER, FELT, for blackboard/whiteboard	piece	3	
14	ERASER, plastic/rubber	piece	13	
15	FOLDER with Tab, A4, 100 pieces per pack	pack	10	
16	FOLDER with Tab, Legal, 100 pieces per pack	pack	6	
17	MARKER, permanent, felt tip, bullet type, BLACK	piece	8	
18	MARKER, whiteboard, felt tip, bullet type, BLACK	piece	8	
19	MARKER, whiteboard, felt tip, bullet type, BLUE	piece	8	
20	MARKER, whiteboard, felt tip, bullet type, RED	piece	5	
21	NOTE PAD, stick on, 3" x 3", 76mm x 76mm,100 sheets per pad	pad	8	
22	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 pieces per box	pad	8	
23	PAD PAPER, ruled, 80-100 leaves per pad	pad	3	
24	PAPER CLIP, vinyl/plastic coated, 33mm, 100 pieces per box	box	8	
25	BATTERY, dry cell, AAA, 2 pieces per pack, 1.5 volts	pack	8	
26	BATTERY, dry Cell, size AA , 2 pieces per pack, 1.5 volts	pack	10	
27	PENCIL SHARPENER, manual	piece	2	
28	PENCIL, lead, with eraser #2, 12 pieces per box	box	16	
29	PUNCHER, paper, heavy duty	piece	5	
30	RECORD BOOK, 300 pages	book	25	
31	RECORD BOOK, 500 pages	book	25	
32	SCISSORS, symmetrical / assymetrical	pair	6	
33	SIGN PEN, black, 0.5mm needle tip	piece	75	
34	SIGN PEN, blue, 0.5mm needle tip	piece	60	
35	SIGN PEN, red, 0.5mm needle tip	piece	15	
36	STAMP PAD INK, purple or violet	bottle	3	
37	STAMP PAD, felt, bed dimension: 60mm x 100mm	piece	5	
38	STAPLE REMOVER, plier-type	piece	8	

39	STAPLE WIRE, for heavy duty staplers (23/13)	box	10
40	STAPLE WIRE, standard, 5,000 wires per box	box	99
41	STAPLER, for heavy duty, binder type	unit	3
42	STAPLER, standard type	piece	10
43	TAPE DISPENSER, Table Top, for 24mm width tape	unit	5
44	TAPE, masking, 24mm	roll	8
45	TAPE, masking 48mm	roll	8
46	TAPE, packaging, 48mm	roll	8
47	TAPE TRANSPARENT width 24mm	roll	11
48	TAPE, transparent, 48mm	roll	10
49	ARCH FILE, Long 3 Slide Side Clip	piece	2
50	CLIPPING BOARD, 8.5 x 14 inches	piece	3
51	SIGN PEN, green, 0.5mm needle tip	piece	5
52	WHITEBOARD, 3" x 5"	piece	1
53	CORK BOARD, ¼"	piece	1
	ADMIN RECORDS		
54	ARC FILE FOLDER, lever, Horizontal	piece	10
55	CLEARBOOK, 20 transparent pockets, LEGAL	piece	25
56	CLIP, back fold, 19MM, 12 pieces per box	box	15
57	CORRECTION TAPE, 1 piece in individual plastic	piece	10
58	DATING AND STAMPING MACHINE Frame Steel and Plastic	piece	3
59	FILE TAB DIVIDER, LEGAL, 5 colors per set	set	15
60	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	pack	5
61	FOLDER, WITH JACKET, LEGAL SIZE	piece	50
62	MARKER, WHITEBOARD, felt tip, black	piece	13
63	MARKER, WHITEBOARD, felt tip, blue	piece	5
64	MARKER, WHITEBOARD, felt tip, red	piece	5
65	PENCIL SHARPENER, manual, table mountable type, with metal clamp, single cutter head, one hole guide, 9-10mm in a diameter	piece	2
66	PENCIL, LEAD WITH ERASER, 12 dozens per box	box	2
67	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	pair	2
68	SIGN HERE FLAG, 25mm X 43mm, 50's	pack	15
69	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	50
70	STAPLE REMOVER, PLIER TYPE	piece	5
71	TAPE PACKAGING WIDTH 48mm	roll	18
72	TAPE TRANSPARENT width 24mm	roll	35
73	Carbon Film, Legal	box	2
74	Battery Dry Cell AA 2pcs. Blister pack, 1.5 volts	pack	7
75	Battery Dry Cell AAA 2pcs. Blister pack, 1.5 volts	pack	7
	ADMITTING		0
76	CLEARBOOK, 20 transparent pockets, legal	piece	10
77	Correction Tape, 1 piece, individual plastic	piece	15
78	Dating and Stamping Machine	piece	1
79	Envelope, Expanding, Kraft board, for legal size doc, 100 pieces per box	box	3
80	Fastener, Metal, 70mm between prongs, 50 sets per box	box	3
81	Folder Pressboard, size 210mm x 370mm, 100s/box	box	2
82	Folder, with Tab, for A4 size documents, 100 pieces per pack	pack	2
83	Folder, with Tab, for legal size documents, 100 pieces per pack	pack	2
84	Hospital Form #5 (Philhealth Logbook)	piece	20
85	Magazine File Box, , Large, made of chipboard, with open end, width 100mm, height 265mm, length 299mm	piece	2
86	Marker, Whiteboard, black	piece	5

87	Paper Clip, 33mm, 100 pieces per box or 52 grams (min.) (net of box)	box	4
88	Pencil, lead with eraser, 12 dozens per box	box	2
89	Puncher, paper, heavy duty, with two hole guide, 1 piece in individual	piece	2
90	Record Book, 300 PAGES, size: 214mm x 278mm min	book	15
91	Record Book, 500 PAGES, size: 214mm x 278mm min	book	20
92	Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic	pair	8
93	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	piece	60
94	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	piece	60
95	Stamp Pad Ink, purple or violet, 50ml (min.)	bottle	2
96	Stamp Pad, felt, bed dimension: 60mm x 100mm	piece	1
97	Staple Wire, Standard, 5,000 wires per box	box	60
98	Tape, Packaging, width: 48mm (Â±1mm)	roll	5
99	Tape, Transparent, width: 24mm (Â±1mm)	roll	17
	CASH SECTION		0
100	CARBON FILM, legal, black, 8 1/2 x 13", 100 pieces per box	box	3
101	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	13
102	CORRECTION TAPE 5mm wide 8m long, 1 piece, individual plastic	piece	75
103	DATING AND STAMPING MACHINE	piece	2
104	ENVELOPE, mailing, white	box	1
105	ERASER, plastic/rubber	piece	5
106	FASTENER, metal	box	5
107	NOTE PAD, stick on, 3" x 3"	pad	3
108	NOTEPAD, stick on, 76mm x 100mm (3" x 4") min	pad	3
109	PAPER CLIP, vinyl/plastic coated, 33mm	box	40
110	RECORD BOOK, 300 pages	book	5
111	RUBBER BAND, No. 18	box	15
112	SIGN PEN, black	piece	50
113	SIGN PEN, red	piece	6
114	STAPLE REMOVER, plier type	piece	15
115	STAPLE WIRE, heavy duty, binder type, 23/13	box	10
116	STAPLE WIRE, standard	box	75
117	TAPE, masking, 48mm	roll	10
118	TAPE, packaging, 48mm	roll	8
119	TAPE, transparent, 24mm	roll	15
120	TAPE, transparent, 48mm	roll	5
121	PENCIL, lead, with eraser	box	3
122	CASH REGISTER TAPE ROLL (57x67mm)	roll	133
123	CALCULATOR, compact, 12-digits desktop (two-way power)	unit	5
124	BALLPEN, black, 0.5	piece	100
125	BATTERY, dry cell, AAA, 2 pieces per pack, 1.5 volts	pack	8
126	BATTERY, dry Cell, size AA , 2 pieces per pack, 1.5 volts	pack	8
	DIRECTOR'S OFFICE		
127	CALCULATOR, COMPACT, electronic, 12 digits cap	unit	2
128	CLEARBOOK, A4 SIZE	piece	5
129	CLEARBOOK, LEGAL	piece	5
130	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	5
131	CORRECTION TAPE, 1 piece in individual plastic	piece	8
132	DATA FILE BOX, made of chipboard, with closed ends	piece	3
133	DVD REWRITABLE, DVD-R 4.7GB, Recordable, 16x	piece	3
134	FASTENER, METAL, 70mm between prongs, 50 sets per box	box	3
135	FOLDER PRESSBOARD, 100 pieces per box	box	1

136	Magazine File Box, , Large, made of chipboard, with open end, width 100mm, height 265mm, length 299mm	piece	8
137	MARKER, WHITEBOARD, felt tip, bullet type, black	piece	5
138	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.)(net of box)	box	6
139	BATTERY, dry cell, AA	pack	10
140	BATTERY, dry cell, AAA	pack	10
141	BATTERY, 9V	pack	11
142	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	box	6
143	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15
144	RECORD BOOK, 500 PAGES	book	5
145	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	piece	5
146	SIGN PEN, BLUE, liquid/ gel ink, 0.5mm needle tip	piece	5
147	STAPLE WIRE, STANDARD	box	4
148	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	20
	ENGINEERING		
149	Clip, backfold 19mm, 12pcs per box	box	3
150	Clip, backfold 32mm, 12pcs per box	box	3
151	Eraser plastic or rubber	piece	4
152	Fastener, metal 50 sets per box	box	3
153	Notepad 2"x3" 100 sheets per pad	pad	10
154	Paper clip vinyl/ plastic coated, 33mm	box	3
155	Marker whiteboard, felt tip, bullet type, BLACK	piece	1
156	Pencil, lead with eraser	box	10
157	Record book, 300 pages	book	50
158	Sign pen, black	piece	25
159	Staple remover, plier type	piece	2
160	Staple wire, standard, 5000 wires per box	box	13
161	Tape, masking width: 24mm	roll	7
162	Tape, transparent, width: 24mm	roll	2
163	Tape, transparent, width: 48mm	roll	7
164	Folder, pressboard, 100 pieces per box	box	4
165	Notepad stick on, 76mm x 100mm (3" x 4") min	pad	6
	PERSONNEL		
166	CARBON FILM, legal	box	1
167	CLEARBOOK, 20 transparent pockets, legal	piece	5
168	CLIP, backfold, 32mm	box	10
169	CORRECTION TAPE	piece	50
170	DATA FILE BOX	piece	25
171	DVD REWRITABLE	piece	25
172	ENVELOPE, expanding, kraft, legal	box	5
173	FASTENER, metal	box	5
174	FILE TAB DIVIDER, bristol board, for A4	set	5
175	FILE TAB DIVIDER, legal	set	3
176	FOLDER with Tab, Legal	pack	7
177	FOLDER, pressboard	box	2
178	MARKER, whiteboard, felt tip, bullet type, Black	piece	4
179	NOTE PAD, stick on, 3" x 3"	pad	10
180	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10
181	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10
182	PAD PAPER, ruled	pad	3
183	PAPER, MULTICOPY, Legal, 80gsm	ream	100
184	PAPER, Multi-Purpose, A4	ream	52
185	PENCIL, lead, with eraser	box	6

186	RECORD BOOK, 300 pages	book	9
187	SIGN PEN, black, 0.5mm needle tip	piece	40
188	SIGN PEN, blue, 0.5mm needle tip	piece	40
189	STAPLE REMOVER, plier-type	piece	7
190	STAPLE WIRE, standard	box	25
191	TAPE, MASKING, 48mm	roll	6
192	TAPE, packaging, 48mm	roll	10
193	TAPE, transparent, 24mm	roll	8
194	TAPE, transparent, 48mm	roll	4
195	INDEX CARD - 500 pcs per pack, green	pack	3
196	BATTERY, dry cell, AAA	pack	25
197	BATTERY, dry Cell, size AA	pack	25
	IT		
198	ENVELOPE, Documentary, Legal	box	2
199	ENVELOPE, expanding, kraft, legal	box	2
200	Paper, thermal for queuing system 80 x 70 (1 box - 50 rolls)	box	1
201	FOLDER with Tab, Legal	pack	1
202	FOLDER with Tab, A4	pack	1
203	RECORD BOOK, 300 pages	book	2
204	STAPLE WIRE, standard	box	2
205	CORRECTION TAPE	pcs	3
206	PAPER CLIP, vinyl/plastic coated, 33mm	box	1
207	BATTERY, dry Cell, size AA	pack	6
208	BATTEERY, dry cell, AAA	pack	50
209	9V Battery	pcs.	6
210	Rechargeable, 9V Battery	pcs.	2
211	Rechargeable, AA Battery	pack	1
	PDER	-	
212	Battery, dry cell, size AA	packs	15
213	Board Paper, A4, plain white	packs	10
214	Correction Tape	pcs.	15
215	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs, 100 pieces per box	boxes	5
216	ENVELOPE, long, white, mailing, 500pcs. / box	boxes	1
217	FASTENER PAPER, non rust metal, holds 25mm thick file, with prongs 70mm apart, 50 sets/box	boxes	5
218	FOLDER, pressboard, plain for legal 100pcs/box	boxes	2
219	FOLDER, WITH TAB, for legal size documents ,100 pieces per pack	pack	25
220	Marker, Whiteboard, felt tip, bullet type, Black	pcs.	5
221	PAPER CLIP, vinyl/plastic coated, 33mm	box	5
222	PARCHMENT PAPER, 100 sheets / box	box	10
223	Pencil, lead, w/ eraser #2	box	3
224	RECORD BOOK, 300 pages, size 214mm x 278mm min	book	5
225	Sign pen, black, liquid/gel ink, 0.5mm needle tip	pcs.	5
226	Sign pen, Blue, liquid/gel ink, 0.5mm needle tip	pcs.	5
227	CLIP, backfold, 32mm	boxes	5
228	Data File Box, made of chipboard, with closed ends, color red and green	pcs.	13
229	Glue Gun Stick, Big	pcs.	15
230	Glue Gun, Stanley Heavy duty hot melt glue gun	pcs.	1
231	STAMP PAD INK, purple or violet	bottles	1
232	STAMP PAD, felt	pcs.	2
233	Staple Remover, plier type	pcs.	5
234	Staple Wire, standard, no. 35	boxes	13

235	Tape, TRANSPARENT, width: 24mm (±1mm)	pcs.	50
	PROPERTY & SUPPLY	-	-
236	BATTERY, dry cell, AAA	pack	5
237	BATTERY, dry Cell, size AA	pack	5
238	CALCULATOR, COMPACT, electronic, 12 digits cap	unit	3
239	CARBON FILM, legal	box	5
240	CLEARBOOK, 20 transparent pockets, legal	piece	3
241	CORRECTION TAPE	piece	40
242	DATA FILE BOX	piece	5
243	DVD REWRITABLE	piece	3
244	FASTENER, metal	box	10
245	FOLDER, PRESSBOARD	box	3
246	FOLDER, with Tab, Legal	pack	10
247	MAGAZINE FILE BOX, large	piece	5
248	NOTEBOOK, stenographer	piece	3
249	NOTEPAD, stick on, 3X3	pad	5
250	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	pad	5
251	PAD PAPER, ruled	pad	3
252	PAPER CLIP, vinyl/plastic coated, 33mm	box	5
253	PENCIL SHARPENER, manual	piece	1
254	RECORD BOOK, 300 pages	book	15
255	RECORD BOOK, 500 pages	book	8
256	SIGN PEN, black	piece	20
257	SIGN PEN, blue	piece	6
258	STAMP PAD, felt	piece	3
259	STAPLE REMOVER, plier type	piece	3
260	STAPLE WIRE, standard	box	10
261	TAPE, packaging, 48mm	roll	23
262	TAPE, TRANSPARENT, 24mm	roll	41
263	Whiteboard wall type w/ aluminum frame 3"x4"	pcs.	1
	PAD	-	-
264	CALCULATOR, compact	unit	1
265	CLEARBOOK, 20 transparent pockets, A4	piece	10
266	CLEARBOOK, 20 transparent pockets, legal	piece	12
267	CLIP, BACKFOLD, 32mm	box	5
268	CORRECTION TAPE	piece	5
269	DATA FILE BOX	piece	4
270	ENVELOPE, DOCUMENTARY, Legal	box	1
271	ENVELOPE, EXPANDING , kraft, legal	box	1
272	ENVELOPE, MAILING, white	box	1
273	ERASER, plastic/rubber	piece	5
274	FASTENER, METAL	box	3
275	FOLDER with Tab, A4	pack	1
276	FOLDER with Tab, Legal	pack	1
277	MARKER whiteboard, felt tip, bullet type, Black	piece	5
278	MARKER whiteboard, felt tip, bullet type, Blue	piece	5
279	MARKER whiteboard, felt tip, bullet type, Red	piece	5
280	NOTEBOOK stenographer	piece	13
281	NOTEPAD stick on, 3" x 3"	pad	5
282	PAPER, MULTI-PURPOSE, A4	ream	20
283	PENCIL lead, with eraser	box	1
284	PENCIL lead, with eraser	box	1
285	SIGN PEN, black	piece	10

286	SIGN PEN, blue	piece	8
287	SIGN PEN, red	piece	8
288	STAMP PAD INK, purple or violet	bottle	1
289	STAMP PAD felt	piece	1
290	STAPLE REMOVER plier-type	piece	1
291	STAPLE WIRE standard	box	8
292	TAPE MASKING, 48mm	roll	5
293	TAPE transparent, 24mm	roll	5
294	TAPE transparent, 48mm	roll	5
295	BATTERY, dry Cell, size AA	pack	10
296	BATTERY, dry cell, AAA	pack	10
297	RECORD BOOK, 300 PAGES	BOOK	5
298	RECORD BOOK, 500 PAGES	BOOK	5
299	FOLDER, pressboard	Box	1
300	DATA FOLDER	Piece	3
301	ENVELOPE, Documentary, Legal	Box	1
302	ENVELOPE, expanding, kraft, legal	Box	1
303	ENVELOPE, expanding, plastic	Piece	10
304	ENVELOPE, Mailing, White	Box	1
305	MAGAZINE FILE BOX, large	Piece	25
306	DATA FILE BOX	Piece	15
307	CLEARBOOK, 20 transparent pockets, A4	Piece	30
308	CLEARBOOK, 20 transparent pockets, legal	Piece	50
309	MARKER, whiteboard, felt tip, bullet type, Black	Piece	10
310	MARKER, whiteboard, felt tip, bullet type, Blue	Piece	5
311	MARKER, whiteboard, felt tip, bullet type, Red	Piece	5
312	SIGN PEN, black	Piece	10
313	SIGN PEN, blue	Piece	10
314	SIGN PEN, red	Piece	5
	QMU	-	-
315	PENCIL, lead, with eraser	Box	5
316	CORRECTION TAPE	Piece	10
317	NOTE PAD, stick on, 3" x 3"	PAD	5
318	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	5
319	PAD PAPER, ruled	PAD	5
320	TAPE, transparent , 24mm	Roll	5
321	TAPE, transparent, 48 mm	Roll	10
322	TAPE, MASKING, 48mm	Roll	3
323	TAPE, packaging, 48mm	Roll	3
324	STAPLE WIRE, standard	Box	5
325	FASTENER, metal	Box	5
326	CLIP, backfold, 32mm	Box	3
327	ERASER, plastic/rubber	Piece	10
328	CALCULATOR, compact	Unit	1
329	STAMP PAD, felt	Piece	2
330	PAPER, parchment	Box	15
331	PAPER, Multi-Purpose, A4	REAM	39
332	BATTERY, dry Cell, size AA	Pack	3
333	BATTERY, dry cell, AAA	Pack	3
	SECURITY		
334	CLEARBOOK, LEGAL	piece	10
335	CORRECTION TAPE, 1 piece in individual plastic	piece	15

336	PENCIL SHARPENER, manual, table mountable type, with metal clamp, single cutter head, one hole guide, 9-10mm in a diameter	piece	1
337	PENCIL, LEAD WITH ERASER, 12 dozens per box	box	2
338	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	58
339	STAPLE REMOVER, PLIER TYPE	piece	6
340	Record book 300 pages, size: 214mm x 278mm min	piece	10
341	Battery Dry Cell, AA 2pvcs.per blister pack,1.5 volts	pack	8
342	Battery Dry Cell, AAA 2pvcs.per blister pack,1.5 volts	pack	8
	ANCILLARY SERVICES		
	ANESTHESIA	-	-
343	Paper multicopy 80 gsm 216 × 279 mm,. Letter	reams	170
344	STAPLE WIRE, standard	box	15
345	ENVELOPE, Documentary, Legal	box	4
346	Envelope mailing, white	box	1
347	Envelope, Expanding, kraft, Legal	box	6
348	Folder with tab legal	pack	3
349	Fastener, Metal non-sharp edges	box	5
350	PAPER CLIP, vinyl/plastic coated, 33mm	box	5
351	MARKER, whiteboard, felt tip, bullet type, Black	pcs	150
352	MARKER, whiteboard, felt tip, bullet type, Blue	pcs	150
353	MARKER, whiteboard, felt tip, bullet type, Red	pcs	100
354	Sign pen, black	pcs	500
355	PUNCHER, paper, heavy duty	pcs	1
356	Tape transparent 24 mm	roll	20
357	Tape transparent 48 mm	roll	20
	DENTAL		
358	BATTERY dry cell, AAA, 2 pieces per blister pack	pack	6
359	CLEARBOOK 20 transparent pockets, A4	piece	6
360	CLEARBOOK, 20 transparent pockets, legal	piece	6
361	CORRECTION TAPE 1 piece in individual plastic, 8m	piece	8
362	ENVELOPE Documentary, Legal	box	1
363	ENVELOPE expanding, kraft, legal	box	1
364	FASTENER Metal	box	4
365	FILE TAB DIVIDER , bristol board, for A4	set	5
366	FILE TAB DIVIDER LEGAL	set	5
367	MAGAZINE FILE BOX, Large	piece	3
368	MARKER, WHITEBOARD felt tip, bullet type, Black	piece	4
369	PAPER CLIP vinyl/plastic coated, 33mm	box	3
370	PENCIL LEAD WITH ERASER, 12 dozens per box	box	6
371	RECORD BOOK 300 PAGES,	book	6
372	SIGN PEN black	piece	8
373	SIGN PEN blue	piece	8
374	SIGN PEN red	piece	6
375	STAPLE WIRE STANDARD	box	6
376	TAPE, TRANSPARENT width: 24mm	roll	10
	DIETARY		
377	Clearbook, 20 transparent pockets, legal	piece	2
378	Correction Tape, 1 piece in individual plastic	piece	15
379	Data File Box	piece	2
380	Folder, Pressboard, 100 pcs/box, Legal size	box	1
381	Index Card, white, ruled on both sides, 50 pcs/pack, 5 x 8	pack	1
382	Marker, whiteboard, felt tip, bullet type, Black	piece	15
383	Staple Wire, Standard, 26/6, no. 35	box	5

384	Tape, Transparent, 1 inch, 24 mm	roll	225
	DIALYSIS		
385	BATTERY , dry cell, AA	pack	10
386	BATTERY, dry cell, AAA,	pack	10
387	CALCULATOR, compact	unit	1
388	CLEARBOOK, 20 transparent pocket size ,A4	piece	5
389	CLEARBOOK, 20 transparent pocket size ,legal	43.63	5
390	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	1
391	CORRECTION TAPE, 1 piece in individual plastic	piece	10
392	DATA FILE BOX	piece	12
393	Eraser , plastic/rubber	piece	3
394	FASTENER, METAL, 70mm between prongs, 50 sets per box	box	3
395	Flash Drive, 16gb Capacity	piece	1
396	FOLDER, pressboard	Box	1
397	Marker, whiteboard, felt tip, bullet type, BLACK	piece	3
398	Marker, whiteboard, felt tip, bullet type, Blue	piece	3
399	Marker, whiteboard, felt tip, bullet type, Red	piece	3
400	Paper, Multi-purpose, A4	ream	25
401	Pencil, Lead with eraser	box	1
402	Records Book, 300 pages	book	3
403	Records Book, 500 pages	book	3
404	Ruler, Plastic, 300mm (12 inches/30cm)	piece	1
405	Sign Pen, Black	piece	10
406	Sign Pen, Blue	piece	10
407	Stamp Pad, felt	piece	1
408	Stamp Pad Ink, purpose or violet	bottle	1
409	Staple Wire standard	box	3
410	Staple remover , plier type	piece	3
411	Tape Transparent, 24mm	roll	8
	MILK BANK		
412	Folder-Legal size pressboard	box	1
413	PAPER CLIP, vinyl/plastic coated 33MM	box	6
414	CLEARBOOK, LEGAL	piece	2
415	CORRECTION TAPE, 1 piece in individual plastic	piece	3
416	DATA FILE BOX, made of chipboard, with closed ends	piece	2
417	ENVELOPE, EXPANDING , PLASTIC	piece	1
418	FILE TAB DIVIDER, LEGAL	set	1
419	NOTEPAD, STICK-ON, 3X3	pad	1
420	RECORD BOOK, 300 PAGES	book	3
421	RECORD BOOK, 500 PAGES	book	4
422	SIGN PEN, BLACK	piece	10
423	STAMP PAD INK, purple or violet	bottle	1
424	STAMP PAD FELT	piece	1
425	STAPLE WIRE, STANDARD	box	2
426	TAPE, MASKING, 48mm	roll	5
427	TAPE, PACKAGING, 48mm	roll	5
428	TAPE, TRANSPARENT, 24mm	roll	5
	MEDICAL RECORDS	-	-
429	CARBON FILM, A4	box	20
430	CORRECTION TAPE	piece	15
431	ERASER, plastic/rubber	piece	50
432	FASTENER, metal	box	700
433	FOLDER with Tab, A4	pack	250

434	PENCIL, lead, with eraser	box	25
435	PUNCHER, paper, heavy duty	piece	1
436	RECORD BOOK, 300 pages	book	30
437	RECORD BOOK, 500 pages	book	30
438	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	25
439	SCISSORS, symmetrical / assymetrical	pair	3
440	SIGN PEN, black	piece	35
441	SIGN PEN, red	piece	35
442	STAMP PAD INK, purple or violet	bottle	10
443	STAMP PAD, felt	piece	3
444	STAPLE REMOVER, plier-type	piece	3
445	STAPLE WIRE, standard	box	34
446	TAPE, packaging, 48mm	roll	25
447	TAPE, transparent, 24mm	roll	15
	MEDICAL SOCIAL SERVICE		
448	CALCULATOR, Compact	unit	3
449	CORRECTION TAPE	piece	350
450	DATA FILE BOX	piece	38
451	DATA FOLDER	piece	38
452	ENVELOPE, expanding kraft, Legal	box	13
453	FASTENER, METAL	box	50
454	FOLDER, PRESSBOARD	box	15
455	MARKER, WHITEBOARD, felt tip, black	piece	10
456	PAD PAPER, RULED	pad	8
457	PAPER CLIP, vinyl/coated, 33mm	box	13
458	PAPER, MULTI-PURPOSE, 70 gsm., A4	ream	300
459	PAPER, THERMAL, 80mm X 70mm	roll	150
460	PENCIL SHARPENER, manual single cutterhead	piece	3
461	PUNCHER, heavy duty, approx.6.5 mm in hole	piece	3
462	RECORD BOOK, 300 PAGES	book	310
463	RECORD BOOK, 500 PAGES	book	300
464	SIGN PEN, BLACK	piece	750
465	STAMP PAD, FELT	piece	5
466	STAMP PAD INK , purple or violet	bottle	5
467	STAPLE REMOVER, PLIER TYPE	piece	5
468	STAPLE WIRE, STANDARD	box	75
469	TAPE, TRANSPARENT, width: 24mm	roll	10
	PHARMACY		
470	MARKER, whiteboard, felt tip, bullet type, Black	piece	11
471	MARKER, whiteboard, felt tip, bullet type, Blue	piece	11
472	SIGN PEN, black	piece	45
473	SIGN PEN, blue	piece	12
474	PENCIL, lead, with eraser	box	11
475	ENVELOPE, expanding, kraft, legal	box	3
476	FOLDER with Tab, Legal	pack	10
477	PAPER, Multi-Purpose, A4	ream	60
478	RECORD BOOK, 300 pages	book	10
479	RECORD BOOK, 500 pages	book	10
480	FASTENER, metal	box	60
481	PAPER CLIP, vinyl/plastic coated, 33mm	box	25
482	STAPLE WIRE, standard	box	25
483	SCISSORS, symmetrical / assymetrical	pair	10
484	CALCULATOR, compact	unit	6

485	CORRECTION TAPE	piece	25
486	PUSH PIN, 100 pieces per case	case	5
487	STAMP PAD INK, purple or violet	bottle	4
488	STAMP PAD, felt	piece	5
489	TAPE, MASKING, 48mm	roll	25
490	TAPE, packaging, 48mm	roll	25
491	TAPE, transparent, 24mm	roll	40
	PHYSICAL MEDICINE	-	-
492	CALCULATOR, COMPACT, 12-digits desktop (two-way power)	unit	2
493	CORRECTION TAPE,	piece	15
494	FASTENER, METAL 5mm wide 8m long	box	15
495	FLASH DRIVE, 16 GB capacity	piece	3
496	FOLDER, WITH TAB, A4	pack	3
497	FOLDER, WITH TAB, legal	pack	5
498	MARKER, WHITEBOARD, felt tip ,bullet type, BLACK	piece	10
499	PAPER CLIP, vinyl /plastic coated ,33mm	box	10
500	PUNCHER, paper, heavy duty	piece	2
501	RECORD BOOK, 300 PAGES	book	8
502	SIGN PEN, BLACK	piece	28
503	STAMP PAD, FELT	piece	1
	RADIOLOGY		
504	MARKER, WHITEBOARD, felt tip, bullet type, black	piece	10
505	MARKER, WHITEBOARD, felt tip, bullet type, blue	piece	5
506	MARKER, WHITEBOARD, felt tip, bullet type, red	piece	5
507	PENCIL, LEAD WITH ERASER, 12 dozens per box	box	2
508	SIGN PEN, BLACK	piece	10
509	SIGN PEN, BLUE	piece	10
510	SIGN PEN, RED	piece	5
511	CLEARBOOK, 20 transparent pockets, A4	piece	2
512	CLEARBOOK, 20 transparent pockets, LEGAL	piece	2
513	ENVELOPE, DOCUMENTARY, legal	box	1
514	ENVELOPE, EXPANDING, KRAFT, legal	box	1
515	ENVELOPE, EXPANDING, PLASTIC	piece	1
516	ENVELOPE, MAILING, white	box	1
517	RECORD BOOK 300 Pages	piece	8
518	FASTENER, METAL	box	5
519	PAPER CLIP, vinyl/plastic coated, 33MM	box	4
520	ERASER FELT, for blackboard/whiteboard	piece	1
521	CALCULATOR, COMPACT,	unit	1
522	CORRECTION TAPE	piece	15
523	DVD WHITE FULL FACE PRINTABLE	piece	341
524	PENCIL SHARPENER, Manual	piece	1
525	STAPLE REMOVER, PLIER TYPE	piece	1
526	STAPLE WIRE, STANDARD	box	20
527	TAPE, MASKING, width: 48mm	roll	4
528	TAPE, PACKAGING, width: 48mm	roll	5
529	TAPE, TRANSPARENT, width: 24mm	roll	2
530	TAPE, TRANSPARENT, width: 48mm	roll	3
531	PAPER, PREMIUM DIGITAL INKJET AND LASER, 100gsm, size: 210mm x 297mm, A4 (Copy Paper) (Office Supplies Expenses)	ream	2
	PATHOLOGY		
532	CARBON FILM, A4 SIZE,	box	3

533	CARBON FILM,Legal	box	3
534	CORRECTION TAPE, 1 piece in individual plastic	pc	20
535	DATA FILE BOX, made of chipboard, with closed ends	pc	12
536	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	box	1
537	ENVELOPE, MAILING, white legal size	box	2
538	FASTENER, METAL,	box	12
539	MARKER, WHITEBOARD, felt tip, bullet type, black	piece	15
540	NOTEPAD, STICK-ON,50mm x 76mm (2" x 3") mm	pad	5
541	NOTEPAD, STICK-ON, 3X3,	pad	5
542	NOTEPAD, STICK-ON,76mm x 100mm (3" x 4") mm	pad	5
543	PAPER CLIP, vinyl/plastic coated 33MM	box	8
544	PENCIL, LEAD WITH ERASER	box	8
545	RECORD BOOK, 300 PAGES	book	63
546	RECORD BOOK, 500 PAGES	book	100
547	SIGN PEN, BLACK	box	4
548	STAMP PAD INK, purple or violet,	box	4
549	STAMP PAD, FELT	piece	1
550	STAPLE WIRE, STANDARD	unit	1
551	TAPE, TRANSPARENT, width: 24mm	jar	8
552	Barcode sticker with wax ribbon 54x19cm for barcode printer GK420t	piece	341
553	Sticker paper, A4 matte, 100 sheets self adhesive	piece	1
554	Ballpen, black, 0.7mm thickness ballpoint 25 pcs/box	piece	1
555	Ballpen, blue, 0.7mm thickness ballpoint 25 pcs/box	piece	1
556	Ballpen, red, 0.7mm thickness ballpoint 25 pcs/box	box	20
	ANESTHESIA	-	-
	MEDICAL SERVICES		
557	CALCULATOR, compact	Unit	5
558	CARBON FILM, A4	Box	1
559	CARBON FILM, legal	Box	1
560	CLEARBOOK, 20 transparent pockets, A4	Piece	5
561	CLEARBOOK, 20 transparent pockets, legal	Piece	5
562	CLIP, backfold, 32mm	Box	15
563	CORRECTION TAPE	Piece	25
564	DATA FILE BOX	Piece	15
565	DATA FOLDER	Piece	25
566	DATING AND STAMPING MACHINE	Piece	1
567	ENVELOPE, Documentary, Legal	BOX	1
568	ENVELOPE, expanding, kraft, legal	Box	100
569	ENVELOPE, expanding, plastic	Piece	50
570	ENVELOPE, Mailing, White	Box	1
571	ERASER, FELT, for blackboard/whiteboard	PIECE	5
572	ERASER, plastic/rubber	Piece	26
573	FASTENER, metal	Box	75
574	FILE TAB DIVIDER, bristol board, for A4	SET	10
575	FILE TAB DIVIDER, legal	Set	5
576	FOLDER with Tab, A4	Pack	10
577	FOLDER with Tab, Legal	Pack	30
578	FOLDER, pressboard	Box	1
579	Lithium Battery CR 2032 3V stainless steel flat	pc.	50
580	MAGAZINE FILE BOX, large	Piece	40
581	MARKER, whiteboard, felt tip, bullet type, Black	Piece	50
582	MARKER, whiteboard, felt tip, bullet type, Blue	Piece	5

583	MARKER, whiteboard, felt tip, bullet type, Red	Piece	5
584	NOTE PAD, stick on, 3" x 3"	PAD	5
585	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	3
586	PAPER CLIP, vinyl/plastic coated, 33mm	Box	50
587	PAPER TRIMMER / CUTTING MACHINE, table top	Unit	1
588	PAPER, Multi-Purpose, A4	ream	65
589	PAPER, parchment	Box	1
590	PENCIL SHARPENER, manual	piece	5
591	PENCIL, lead, with eraser	Box	5
592	PUNCHER, paper, heavy duty	Piece	10
593	RECORD BOOK, 300 pages	BOOK	300
594	RECORD BOOK, 500 pages	BOOK	100
595	SCISSORS, symmetrical / assymetrical	Pair	26
596	SIGN PEN, black	Piece	25
597	SIGN PEN, blue	Piece	5
598	SIGN PEN, red	Piece	5
599	STAMP PAD INK, purple or violet	Bottle	3
600	STAMP PAD, felt	Piece	3
601	STAPLE REMOVER, plier-type	Piece	3
602	STAPLE WIRE, for heavy duty staplers (23/13)	Box	25
603	STAPLE WIRE, standard	Box	50
604	TAPE, MASKING, 48mm	Roll	10
605	TAPE, packaging, 48mm	Roll	5
606	TAPE, transparent, 24mm	Roll	75
607	TAPE, transparent, 48mm	Roll	50
	ANIMAL BITE		
608	CALCULATOR, compact	unit	1
609	CARBON FILM, A4	box	1
610	CARBON FILM,legal	box	1
611	CORRECTION TAPE	piece	5
612	CLEARBOOK, 20 transparent pockets, A4	piece	50
613	CLEARBOOK, 20 transparent pockets, legal	piece	50
614	CLIP, backfold, 32mm	box	50
615	DATA FILE BOX	piece	3
616	DATING AND STAMPING MACHINE	unit	2
617	ENVELOPE, DOCUMENTARY, Legal	box	5
618	FLASH DRIVE, 16 GB capacity	piece	5
619	FOLDER, WITH TAB, A4	pack	10
620	FOLDER, WITH TAB, Legal	pack	30
621	MAGAZINE FILE BOX, LARGE	piece	5
622	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	2
623	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	2
624	PAPER CLIP, vinyl/plastic coated, 33mm	box	100
625	PAPER, Multi-Purpose, A4	ream	125
626	PAPER TRIMMER/CUTTING MACHINE, table top	unit	1
627	PUNCHER, paper, heavy duty	piece	3
628	RECORD BOOK, 300 PAGES	book	18
629	RECORD BOOK, 500 PAGES	book	18
630	SIGN PEN, BLACK	piece	25
631	STAMP PAD INK, purple or violet	bottle	25
632	STAMP PAD, FELT	piece	3
633	STAPLE REMOVER, PLIER TYPE	piece	3
634	STAPLE WIRE, STANDARD	box	100

635	TAPE DISPENSER, Table Top, for 24mm width tape	piece	2
636	TAPE, MASKING, 48mm	roll	5
637	TAPE, TRANSPARENT, 24mm	roll	25
638	TAPE, TRANSPARENT, 48mm	roll	5
639	EXPERTS CHOICE PHOTO PAPER A4 300GSM 10S DUAL SIDE 10 SHEETS/pack	pack	2
	ER	-	-
640	CLEARBOOK, 20 transparent pockets, A4	Piece	5
641	CLEARBOOK, 20 transparent pockets, legal	Piece	10
642	CORRECTION TAPE	piece	5
643	ENVELOPE, DOCUMENTARY, for legal size document	box	1
644	ENVELOPE, expanding, kraft, legal	box	1
645	ENVELOPE, expanding, plastic	piece	1
646	ERASER, plastic/rubber	piece	25
647	FASTENER, metal	box	10
648	FOLDER, pressboard	box	1
649	TAPE, MASKING, 48mm	roll	13
650	INK, for stamp pad	Bottle	13
651	DATING AND STAMPING MACHINE	Piece	2
652	MARKER, whiteboard, felt tip, bullet type, Black	Piece	8
653	MARKER, whiteboard, felt tip, bullet type, Blue	Piece	8
654	MARKER, whiteboard, felt tip, bullet type, Red	Piece	8
655	PAPER CLIP, vinyl/plastic coated, 33mm	Box	5
656	PENCIL, lead, with eraser	Box	6
657	PUNCHER, paper, heavy duty	Piece	3
658	RECORD BOOK, 300 pages	BOOK	25
659	SCISSORS, symmetrical / asymmetrical	Pair	5
660	STAMP PAD, felt	Piece	15
661	STAPLE WIRE, heavy duty, binder type, 23/13	Box	25
662	STAPLE REMOVER, plier type	Piece	5
663	STAPLE WIRE, standard	Box	25
	FM		
664	ERASER, FELT, for blackboard/whiteboard	piece	5
665	CALCULATOR, compact	unit	3
666	CARBON FILM, A4	box	8
667	CLEARBOOK, 20 transparent pockets, A4	piece	75
668	CLEARBOOK, 20 transparent pockets, legal	piece	75
669	CLIP, backfold, 32mm	box	150
670	CORRECTION TAPE	piece	100
671	DATA FILE BOX	piece	25
672	DATA FOLDER	piece	20
673	DATING AND STAMPING MACHINE	piece	1
674	ENVELOPE, Documentary, Legal	box	2
675	ENVELOPE, expanding, kraft, legal	box	2
676	ENVELOPE, expanding, plastic	piece	25
677	ERASER, plastic/rubber	piece	35
678	FASTENER, metal	box	8
679	FILE TAB DIVIDER, bristol board, for A4	box	60
680	FILE TAB DIVIDER, legal	set	60
681	FLASH DRIVE, 16 GB Capacity	piece	3
682	FOLDER, pressboard	box	3
683	FOLDER with Tab, A4	pack	5
684	FOLDER with Tab, Legal	pack	5
685	MAGAZINE FILE BOX, LARGE	piece	15

686	MARKER, whiteboard, felt tip, bullet type, Black	piece	75
687	MARKER, whiteboard, felt tip, bullet type, Blue	piece	75
688	MARKER, whiteboard, felt tip, bullet type, Red	piece	75
689	NOTEBOOK, stenographer	piece	15
690	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5
691	NOTE PAD, stick on, 3" x 3"	pad	5
692	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5
693	PAD PAPER, ruled	pad	10
694	PAPER CLIP, vinyl/plastic coated, 33mm	box	35
695	PAPER CLIP, vinyl/plastic coated, 50mm	box	35
696	PAPER, Multi-Purpose, A4	ream	40
697	PAPER, parchment	box	3
698	PENCIL SHARPENER, manual	piece	3
699	PENCIL, lead, with eraser	box	15
700	PUNCHER, paper, heavy duty	piece	3
701	RECORD BOOK, 300 pages	book	25
702	RECORD BOOK, 500 pages	book	25
703	SCISSORS, symmetrical / assymetrical	pair	8
704	SIGN PEN, black	piece	40
705	SIGN PEN, blue	piece	40
706	SIGN PEN, red	piece	40
707	STAMP PAD INK, purple or violet	bottle	10
708	STAMP PAD, felt	piece	5
709	STAPLE REMOVER, plier-type	piece	5
710	STAPLE WIRE, standard	box	40
711	TAPE, MASKING, 48mm	roll	25
712	TAPE, packaging, 48mm	roll	25
713	TAPE, transparent, 24mm	roll	25
714	TAPE, transparent, 48mm	roll	25
	INFECTION CONTROL		
715	Clearbook, 20 transparent pockets, A4	pcs.	10
716	Clearbook, 20 transparent pockets, Legal	pcs.	10
717	Data File box	pcs.	7
718	ENVELOPE, documentary, legal size	box	3
719	Fastener, metal	box	1
720	Flash drive, 16 GB Capacity	pcs.	1
721	Folder with Tab, A4	pcks	5
722	Folder with Tab, Legal	pcks	5
723	Envelope expanding, plastic	pcs.	10
724	Marker, whiteboard, felt tip, bullet type black	pcs.	26
725	Notepad, stick on, 3"x3"	pad	5
726	Record book, 300 pages	bks	6
727	Scissors, symmetrical/ assymetrical	pcs.	1
728	Sign pen, Black	pcs.	50
729	Staple wire, standard	bxs	10
730	Stapler, standard type	pcs.	1
731	Tape, Transparent 24mm	rls	16
	IM		
732	BLACKBOARD/WHITEBOARD ERASER	piece	2
733	CALCULATOR, COMPACT, electronic, 12 digits cap	unit	1
734	CARBON FILM, A4 SIZE, 100 sheets per box	box	1
735	CLEARBOOK, A4 SIZE	piece	5
736	CLEARBOOK, LEGAL	piece	5

737	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	8
738	CORRECTION TAPE, 1 piece in individual plastic	piece	3
739	DATING AND STAMPING MACHINE	piece	1
740	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	3
741	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	box	1
742	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box	box	1
743	ENVELOPE, EXPANDING, PLASTIC	piece	1
744	ENVELOPE, MAILING, 500 pieces per box	box	1
745	FLASH DRIVE, 16 GB capacity,1 piece in individual blister pack	piece	1
746	FOLDER, WITH TAB, for A4 size documents, 100 pieces per pack	pack	3
747	FOLDER, WITH TAB, for legal size documents ,100 pieces per pack	pack	3
748	MARKER, WHITEBOARD, black	piece	50
749	MARKER, WHITEBOARD, blue	piece	5
750	MARKER, WHITEBOARD, red	piece	5
751	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5
752	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	pad	5
753	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	pad	5
754	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	pad	5
755	PAPER CLIP, 32MM, 100 pieces per box or 52 grams (min.) (net of box)	box	1
756	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm, A4 (Bond Paper)	ream	13
757	PAPER, THERMAL, 216MM X 30M	roll	8
758	PENCIL, LEAD WITH ERASER, 12 dozens per box	box	1
759	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual	piece	1
760	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	18
761	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	18
762	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	pair	1
763	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	1
764	STAPLE REMOVER, PLIER TYPE	piece	1
765	STAPLE WIRE, STANDARD	box	2
766	TAPE, MASKING, width: 48mm (±1mm)	roll	5
767	TAPE, PACKAGING, width: 48mm (±1mm)	roll	5
768	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	5
769	RECORD BOOK 300 PAGES	BKLT	6
770	RECORD BOOK 500 PAGES	BKLT	6
	OB-GYNE		
771	CLEARBOOK, 20 transparent pockets, A4	piece	20
772	CLEARBOOK, 20 transparent pockets, legal	piece	20
773	DATA FILE BOX	piece	8
774	FILE TAB DIVIDER, bristol board, for A4	set	12
775	FILE TAB DIVIDER, bristol board, for A4	set	12
776	FILE TAB DIVIDER, legal	set	12
777	MARKER, whiteboard, felt tip, bullet type, Black	piece	12
778	ERASER, FELT, for blackboard/whiteboard	piece	3
779	ENVELOPE, Documentary, Legal	BOX	1
780	ENVELOPE, expanding, kraft, legal	Box	1
781	ENVELOPE, expanding, plastic	Piece	10
782	CORRECTION TAPE	piece	250
783	FLASH FRIVE, 16GB capacity	piece	6
784	PAPER CLIP, vinyl/plastic coated, 33mm	box	5

785	PAPER, Multi-Purpose, A4	ream	90
786	PENCIL SHARPENER, manual	piece	1
787	PENCIL, lead, with eraser	Box	2
788	PUNCHER, paper, heavy duty	Piece	1
789	SIGN PEN, black	Piece	50
790	STAMP PAD, felt	piece	3
791	STAPLE REMOVER, plier-type	piece	3
792	STAPLE WIRE, for heavy duty staplers (23/13)	box	10
793	STAPLE WIRE, standard	Box	15
794	RECORD BOOK, 500 pages	book	25
795	TAPE, transparent, 48mm	roll	5
796	TAPE, transparent, 24mm	roll	5
	OPHTHA		
797	CARBON FILM, A4	box	6
798	CARBON FILM, Legal	box	6
799	CLEARBOOK, 20 transparent pockets, A4	piece	10
800	CLEARBOOK, 20 transparent pockets, legal	piece	25
801	CLIP, backfold, 32 mm	box	25
802	CORRECTION TAPE, 8 mm	piece	30
803	DATA FILE BOX	piece	20
804	DATA FOLDER	piece	10
805	ENVELOPE, DOCUMENTARY, for legal size document	box	2
806	ENVELOPE, expanding, kraft, legal	box	1
807	ENVELOPE, expanding, plastic	piece	20
808	ERASER, FELT, for blackboard/whiteboard	piece	2
809	FASTENER, metal	box	10
810	FILE TAB DIVIDER, bristol board, for A4	set	5
811	FILE TAB DIVIDER, legal	set	5
812	FLASH DRIVE, 16 GB Capacity	piece	3
813	FOLDER with Tab, A4	pack	3
814	FOLDER with Tab, Legal	pack	3
815	MAGAZINE FILE BOX, large	piece	12
816	MARKER, whiteboard, felt tip, bullet type, Black	piece	15
817	MARKER, whiteboard, felt tip, bullet type, Blue	piece	3
818	MARKER, whiteboard, felt tip, bullet type, Red	piece	3
819	NOTE PAD, stick on, 3" x 3"	pad	3
820	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	3
821	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	3
822	PAD PAPER, ruled	pad	3
823	PAPER CLIP, vinyl/plastic coated, 33mm	box	6
824	PAPER, Multi-Purpose, A4	ream	20
825	PAPER, parchment	box	8
826	PENCIL SHARPENER, manual, single cutter head	piece	1
827	PUNCHER, paper, heavy duty	piece	1
828	RECORD BOOK, 300 pages	book	13
829	RECORD BOOK, 500 pages	book	13
830	SCISSORS, symmetrical / asymmetrical	pair	2
831	SIGN PEN, black	piece	25
832	SIGN PEN, blue	piece	3
833	SIGN PEN, red	piece	3
834	STAMP PAD, felt	piece	1
835	STAPLE REMOVER, plier type	piece	3
836	STAPLE WIRE, STANDARD	box	10

837	STAPLE WIRE, heavy duty, binder type, 23/13	box	1
838	TAPE, MASKING, 48mm	roll	6
839	TAPE, transparent, 24mm	roll	7
840	TAPE, transparent, 48mm	roll	6
841	PAPER, PHOTO, GLOSSY, 20S, A4, 180 gsm	ream	3
842	ILUSTRATION BOARD 1/2, 20"X30"	piece	10
	ORL - HNS	-	-
843	BATTERY, dry Cell, size AA	pack	20
844	BATTERY, dry Cell, size AAA	pack	20
845	ERASER, FELT, for blackboard/whiteboard	piece	3
846	CALCULATOR, compact	unit	2
847	CORRECTION TAPE	piece	5
848	ERASER, PLASTIC OR RUBBER	piece	10
849	FASTENER, metal	box	2
850	FILE TAB DIVIDER, bristol board, for A4	box	7
851	FILE TAB DIVIDER, legal	set	7
852	FLASH DRIVE, 16 GB Capacity	piece	1
853	FOLDER with Tab, A4	pack	17
854	FOLDER with Tab, Legal	pack	17
855	MARKER, whiteboard, felt tip, bullet type, Blue	piece	8
856	MARKER, whiteboard, felt tip, bullet type, Red	piece	8
857	MARKER, whiteboard, felt tip, bullet type, Black	piece	12
858	NOTEBOOK, stenographer	piece	10
859	NOTE PAD, stick on, 3" x 3"	pad	12
860	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	12
861	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	12
862	PAPER, Multi-Purpose, A4	ream	245
863	PENCIL SHARPENER, manual, single cutter head	piece	2
864	PENCIL, lead, with eraser	box	5
865	PUNCHER, paper, heavy duty	piece	3
866	RECORD BOOK, 300 pages	book	50
867	RECORD BOOK, 500 pages	book	50
868	SIGN PEN, black	piece	200
869	SIGN PEN, blue	piece	50
870	SIGN PEN, red	piece	50
871	STAPLE WIRE, heavy duty, binder type, 23/13	box	25
872	TAPE, MASKING, 48mm	roll	3
873	TAPE, packaging, 48mm	roll	3
874	TAPE, transparent, 24mm	roll	10
875	TAPE, transparent, 48mm	roll	10
876	CLEARBOOK, 20 transparent pockets, legal	Piece	25
877	CLEARBOOK, 20 transparent pockets, A4	Piece	25
	PEDIA	-	-
878	BATTERY, dry Cell, size AA	pack	15
879	BATTERY, dry cell, AAA	pack	15
880	CARBON FILM, A4	box	5
881	CARBON FILM, legal	box	5
882	CLEARBOOK, 20 transparent pockets, A4	piece	5
883	CLEARBOOK, 20 transparent pockets, legal	piece	5
884	CLIP, backfold, 32mm	box	5
885	CORRECTION TAPE	piece	5
886	DATA FILE BOX	piece	5
887	DATA FOLDER	piece	5

888	DATING AND STAMPING MACHINE	piece	5
889	ENVELOPE, Documentary, Legal	box	3
890	ENVELOPE, expanding, kraft, legal	box	3
891	ENVELOPE, EXPANDING, PLASTIC	piece	3
892	ENVELOPE, Mailing, White	box	3
893	ERASER, PLASTIC/RUBBER	piece	1
894	FASTENER, METAL	box	2
895	FILE TAB DIVIDER, bristol board, for A4	set	1
896	FILE TAB DIVIDER, legal	set	1
897	FLASH DRIVE, 16 GB capacity	piece	2
898	FOLDER, PRESSBOARD	box	1
899	FOLDER with Tab, A4	pack	1
900	FOLDER with Tab, Legal	pack	1
901	MAGAZINE FILE BOX, LARGE	piece	5
902	MARKER, whiteboard, felt tip, bullet type, Black	piece	5
903	MARKER, whiteboard, felt tip, bullet type, Blue	piece	5
904	MARKER, whiteboard, felt tip, bullet type, Red	piece	5
905	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	3
906	PAPER CLIP, vinyl/plastic coated, 33mm	box	2
907	Whiteboard 150 x 90 cm	piece	3
908	CLEARBOOK, 20 transparent pockets, A4	piece	5
909	PAPER, Multi-Purpose, A4	ream	38
910	PAPER, parchment	box	1
911	PENCIL SHARPENER, manual	piece	1
912	PENCIL, lead, with eraser	box	3
913	PUNCHER, paper, heavy duty	piece	1
914	RECORD BOOK, 300 PAGES	book	10
915	RECORD BOOK, 500 PAGES	book	5
916	RULER, plastic, 450mm	piece	2
917	SCISSORS, symmetrical / assymetrical	pair	5
918	SCOURING PAD	pack	2
919	SIGN PEN, black	piece	50
920	SIGN PEN, blue	piece	2
921	SIGN PEN, red	piece	2
922	STAMP PAD INK, purple or violet	bottle	5
923	STAMP PAD, felt	piece	1
924	double sided tape	roll	10
925	STAPLE REMOVER, PLIER TYPE	piece	5
926	STAPLE WIRE, STANDARD	box	3
927	TAPE, MASKING, 48mm	roll	2
928	TAPE, packaging, 48mm	roll	2
929	TAPE, transparent, 24mm	roll	2
930	TAPE, transparent, 48mm	roll	2
931	Specialty paper, assorted colors	box	1
	PSYCHIATRY		
932	BATTERY, dry Cell, size AA	pack	14
933	BATTERY, dry Cell, size AAA	pack	14
934	CLEARBOOK, 20 transparent pockets, A4	piece	4
935	CLEARBOOK, 20 transparent pockets, legal	piece	4
936	CORRECTION TAPE	piece	7
937	DATA FILE BOX	piece	10
938	DATA FOLDER	piece	8
939	ENVELOPE, DOCUMENTARY, for legal size document	box	2

940	ENVELOPE, expanding, kraft, legal	box	3
941	ENVELOPE, expanding, plastic	piece	50
942	ERASER, FELT, for blackboard/whiteboard	piece	3
943	ENVELOPE, Mailing, White	box	1
944	ERASER, plastic/rubber	piece	5
945	FASTENER, metal	box	4
946	FLASH DRIVE, 16 GB Capacity	piece	8
947	FOLDER with Tab, A4	pack	3
948	FOLDER with Tab, Legal	pack	2
949	MARKER, whiteboard, felt tip, bullet type, Black	piece	8
950	MARKER, whiteboard, felt tip, bullet type, Blue	piece	5
951	MARKER, whiteboard, felt tip, bullet type, Red	piece	3
952	PAPER CLIP, vinyl/plastic coated, 33mm	box	4
953	PAPER, Multi-Purpose, A4	ream	30
954	PENCIL SHARPENER, manual, single cutter head	piece	1
955	PENCIL, lead, with eraser	box	3
956	PUNCHER, paper, heavy duty	piece	1
957	RECORD BOOK, 300 pages	book	9
958	RECORD BOOK, 500 pages	book	10
959	SCISSORS, symmetrical / asymmetrical	pair	2
960	SIGN PEN, black	piece	17
961	STAPLE REMOVER, plier type	piece	2
962	STAPLE WIRE, standard	box	10
963	TAPE, MASKING, 48mm	roll	3
964	TAPE, packaging, 48mm	roll	3
965	TAPE, transparent, 24mm	roll	8
966	TAPE, transparent, 48mm	roll	8
967	LAMINATING FILM, A4, 100pcs (Quaff)	pack	1
968	LAMINATING FILM, Legal, 100pcs (Quaff)	pack	1
969	FOAM DOUBLE SIDED TAPE, 24MM*5M	roll	3
970	FOAM DOUBLE SIDED TAPE, 18MM*5M	roll	3
	SURGERY	-	-
971	BLACKBOARD/WHITEBOARD ERASER	piece	5
972	CARBON FILM, A4 SIZE	box	3
973	CLEARBOOK, 20 transparent pockets, A4	piece	25
974	CLEARBOOK, 20 transparent pockets, legal	piece	25
975	CLIP, BACKFOLD, 32MM, 12 pieces per box	box	3
976	CORRECTION TAPE	piece	10
977	DATA FILE BOX	piece	15
978	DATA FOLDER	piece	10
979	DATING AND STAMPING MACHINE	piece	2
980	ENVELOPE, expanding, kraft, legal	box	5
981	ENVELOPE, EXPANDING, PLASTIC	piece	15
982	PENCIL SHARPENER, manual, single cutter head	piece	10
983	PENCIL, lead, with eraser	box	5
984	RECORD BOOK, 500 pages	book	15
985	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	pair	3
986	STAMP PAD, FELT, bed dimension: 60mm x 100mm	piece	2
987	STAPLE WIRE, STANDARD	box	20
988	MARKER, whiteboard, felt tip, bullet type, Black	piece	50
989	MARKER, WHITEBOARD, black	piece	50
990	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm, A4 (Bond Paper)	ream	155

991	ENVELOPE, DOCUMENTARY, for legal size document	box	6
	TREATMENT HUB		0
992	CLEARBOOK, 20 transparent pockets, A4	piece	20
993	CLEARBOOK, 20 transparent pockets, legal	piece	15
994	CLIP, backfold, 32mm	box	10
995	CORRECTION TAPE	piece	15
996	DATA FILE BOX	piece	2
997	ENVELOPE, Documentary, legal	box	1
998	ERASER, FELT, for blackboard/whiteboard	piece	1
999	FASTENER, metal	box	17
1000	FLASH DRIVE, 16 GB Capacity	piece	4
1001	FOLDER, with Tab, A4	pack	2
1002	FOLDER, with Tab, legal	pack	1
1003	MARKER, whiteboard, felt tip, bullet type, Black	piece	8
1004	PAPER CLIP, vinyl/plastic coated, 33mm	box	5
1005	PUNCHER, paper, heavy duty	piece	1
1006	RECORD BOOK, 300 pages	piece	15
1007	SCISSORS, symmetrical/assymetrical	pair	1
1008	SIGN PEN, black	piece	5
1009	STAMP PAD, felt	piece	1
1010	STAPLE REMOVER, plier type	piece	1
1011	STAPLE WIRE, standard	box	1
1012	TAPE, transparent, 24mm	roll	11
1013	TAPE, transparent, 48mm	roll	15
	IERB		
1014	ENVELOPE, mailing, white	box	1
1015	FOLDER, pressboard	boxes	1
1016	FOLDER with Tab, Legal	pack	1
1017	PAD PAPER, ruled	pads	1
1018	CORRECTION TAPE	pcs.	5
1019	PENCIL, lead, with eraser	boxes	1
1020	MARKER, whiteboard, felt tip, bullet type, Black	pcs.	3
1021	SIGN PEN, black	pcs.	5
1022	SIGN PEN, blue	pcs.	5
1023	FASTENER, metal	boxes	1
1024	DATA FILE BOX	pcs.	5
1025	STAPLE REMOVER, plier-type	pcs.	1
1026	STAPLE WIRE, standard	boxes	5
1027	CLIP, backfold, 32mm	boxes	2
1028	ENVELOPE, expanding, kraft, legal	boxes	1
1029	STAMP PAD, felt	pcs	1
1030	Stamp pad ink	bottles	1
1031	STAMP PAD INK, purple or violet	bottles	1
	OPD	-	-
1032	ACETATE	roll	3
1033	ERASER, FELT, for blackboard/whiteboard	piece	2
1034	CALCULATOR, compact	unit	6
1035	DATING AND STAMPING MACHINE	piece	1
1036	CLEARBOOK, 20 transparent pockets, A4	piece	5
1037	CLEARBOOK, 20 transparent pockets, legal	piece	10
1038	ENVELOPE, expanding, plastic	piece	5
1039	ERASER, plastic/rubber	piece	12
1040	FLASH DRIVE, 16 GB Capacity	piece	7

1041	CORRECTION TAPE	piece	144
1042	FOLDER pressboard	box	1
1043	FOLDER with Tab, Legal	pack	1
1044	MARKER, WHITEBOARD, felt tip, bullet type, black	piece	12
1045	MARKER, WHITEBOARD, felt tip, bullet type, blue	piece	6
1046	MARKER, WHITEBOARD, felt tip, bullet type red	piece	6
1047	CLIP, backfold, 32mm	box	6
1048	PENCIL SHARPENER, manual	piece	6
1049	PENCIL, LEAD WITH ERASER	box	2
1050	PUNCHER, paper, heavy duty	piece	6
1051	RECORD BOOK, 500 PAGES	book	18
1052	SIGN PEN, BLACK	piece	320
1053	STAMP PAD INK, purple or violet	bottle	1
1054	STAMP PAD, FELT	piece	1
1055	STAPLE WIRE, STANDARD	box	12
1056	TAPE, MASKING, 48mm	roll	6
1057	TAPE, PACKAGING, 48mm	roll	6
1058	TAPE, TRANSPARENT, 24mm	roll	6
1059	TAPE, TRANSPARENT, 48mm	roll	6
1060	FASTENER, metal	box	6
1061	MANILA PAPER Papersize : 36"x48" per set by 10s folded	pack	3
1062	CLIP BOARD, wood 20cmx30cm	pieces	12
1063	WHITEBOARD, WALL MOUNT, 4 X 6 Dimension: 2 × 120 × 180 cm; Weight: 8000 g	piece	1
1064	Polaris Hot & Cold Heavy Duty Laminating Machine A3, Laminator Paper. laminating speed: 560mm/minpower:560WTemp Control: 100 °C to 200 °C Speed: 25.6"/MIN (650MM/MIN) Warm Up Time: 3 min; Maximum Laminating Thickness: 0.04"(1MM); Laminating Width: 12.5" (320MM)Unit Dimension:19.68"X9.27"X4.33"(500X210X110MM); Net Weight: 17.6LB(8KGS)	piece	1
1065	TYPEWRITER RIBBON - BLACK	pieces	6

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. **QCGH-23-OSD-1431**

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>
	ADMINISTRATIVE SERVICES	
	ACCOUNTING	
1	CALCULATOR, compact, 12-digits desktop (two-way power)	
2	CARBON FILM, A4, black (210 x 297mm), 100 pieces per box	
3	CARBON FILM, legal, black, 8 1/2 x 13", 100 pieces per box	
4	CLEARBOOK, 20 transparent pockets, A4	
5	CLEARBOOK, 20 transparent pockets, legal	
6	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm, 2,000 sheets per box	
7	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 241mm2,000 sheets per box	
8	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 378mm2,000 sheets per box	
9	CORRECTION TAPE 5mm wide 8m long, 1 piece, individual plastic	
10	ENVELOPE, Documentary, legal, 500 pieces per box	
11	ENVELOPE, expanding kraft, legal, 100 pieces per box	
12	ENVELOPE, Mailing, Long substance: 20 (70 gsm) white envelope #10 by: size: 9 1/2 x 4 1/8 , 500 pieces per box	
13	ERASER, FELT, for blackboard/whiteboard	
14	ERASER, plastic/rubber	
15	FOLDER with Tab, A4, 100 pieces per pack	
16	FOLDER with Tab, Legal, 100 pieces per pack	
17	MARKER, permanent, felt tip, bullet type, BLACK	
18	MARKER, whiteboard, felt tip, bullet type, BLACK	
19	MARKER, whiteboard, felt tip, bullet type, BLUE	
20	MARKER, whiteboard, felt tip, bullet type, RED	
21	NOTE PAD, stick on, 3" x 3", 76mm x 76mm,100 sheets per pad	
22	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 pieces per box	
23	PAD PAPER, ruled, 80-100 leaves per pad	
24	PAPER CLIP, vinyl/plastic coated, 33mm, 100 pieces per box	
25	BATTERY, dry cell, AAA, 2 pieces per pack, 1.5 volts	
26	BATTERY, dry Cell, size AA , 2 pieces per pack, 1.5 volts	
27	PENCIL SHARPENER, manual	
28	PENCIL, lead, with eraser #2, 12 pieces per box	
29	PUNCHER, paper, heavy duty	
30	RECORD BOOK, 300 pages	

31	RECORD BOOK, 500 pages	
32	SCISSORS, symmetrical / assymetrical	
33	SIGN PEN, black, 0.5mm needle tip	
34	SIGN PEN, blue, 0.5mm needle tip	
35	SIGN PEN, red, 0.5mm needle tip	
36	STAMP PAD INK, purple or violet	
37	STAMP PAD, felt, bed dimension: 60mm x 100mm	
38	STAPLE REMOVER, plier-type	
39	STAPLE WIRE, for heavy duty staplers (23/13)	
40	STAPLE WIRE, standard, 5,000 wires per box	
41	STAPLER, for heavy duty, binder type	
42	STAPLER, standard type	
43	TAPE DISPENSER, Table Top, for 24mm width tape	
44	TAPE, masking, 24mm	
45	TAPE, masking 48mm	
46	TAPE, packaging, 48mm	
47	TAPE TRANSPARENT width 24mm	
48	TAPE, transparent, 48mm	
49	ARCH FILE, Long 3 Slide Side Clip	
50	CLIPPING BOARD, 8.5 x 14 inches	
51	SIGN PEN, green, 0.5mm needle tip	
52	WHITEBOARD, 3" x 5"	
53	CORK BOARD, ¼"	
	ADMIN RECORDS	
54	ARC FILE FOLDER, lever, Horizontal	
55	CLEARBOOK, 20 transparent pockets, LEGAL	
56	CLIP, back fold, 19MM, 12 pieces per box	
57	CORRECTION TAPE, 1 piece in individual plastic	
58	DATING AND STAMPING MACHINE Frame Steel and Plastic	
59	FILE TAB DIVIDER, LEGAL, 5 colors per set	
60	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	
61	FOLDER, WITH JACKET, LEGAL SIZE	
62	MARKER, WHITEBOARD, felt tip, black	
63	MARKER, WHITEBOARD, felt tip, blue	
64	MARKER, WHITEBOARD, felt tip, red	
65	PENCIL SHARPENER, manual, table mountable type, with metal clamp, single cutter head, one hole guide, 9-10mm in a diameter	
66	PENCIL, LEAD WITH ERASER, 12 dozens per box	
67	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	
68	SIGN HERE FLAG, 25mm X 43mm, 50's	
69	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	
70	STAPLE REMOVER, PLIER TYPE	
71	TAPE PACKAGING WIDTH 48mm	
72	TAPE TRANSPARENT width 24mm	
73	Carbon Film, Legal	
74	Battery Dry Cell AA 2pcs. Blister pack, 1.5 volts	
75	Battery Dry Cell AAA 2pcs. Blister pack, 1.5 volts	
	ADMITTING	
76	CLEARBOOK, 20 transparent pockets, legal	
77	Correction Tape, 1 piece, individual plastic	
78	Dating and Stamping Machine	
79	Envelope, Expanding, Kraft board, for legal size doc, 100 pieces per box	
80	Fastener, Metal, 70mm between prongs, 50 sets per box	
81	Folder Pressboard, size 210mm x 370mm, 100s/box	
82	Folder, with Tab, for A4 size documents, 100 pieces per pack	
83	Folder, with Tab, for legal size documents, 100 pieces per pack	
84	Hospital Form #5 (Philhealth Logbook)	
85	Magazine File Box, , Large, made of chipboard, with open end, width 100mm, height 265mm, length 299mm	
86	Marker, Whiteboard, black	
87	Paper Clip, 33mm, 100 pieces per box or 52 grams (min.) (net of box)	
88	Pencil, lead with eraser, 12 dozens per box	
89	Puncher, paper, heavy duty, with two hole guide, 1 piece in individual	
90	Record Book, 300 PAGES, size: 214mm x 278mm min	

91	Record Book, 500 PAGES, size: 214mm x 278mm min	
92	Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic	
93	Sign Pen, Black, liquid/ gel ink, 0.5mm needle tip	
94	Sign Pen, Red, liquid/ gel ink, 0.5mm needle tip	
95	Stamp Pad Ink, purple or violet, 50ml (min.)	
96	Stamp Pad, felt, bed dimension: 60mm x 100mm	
97	Staple Wire, Standard, 5,000 wires per box	
98	Tape, Packaging, width: 48mm (±1mm)	
99	Tape, Transparent, width: 24mm (±1mm)	
	CASH SECTION	
100	CARBON FILM, legal, black, 8 1/2 x 13", 100 pieces per box	
101	CLIP, BACKFOLD, 32MM, 12 pieces per box	
102	CORRECTION TAPE 5mm wide 8m long, 1 piece, individual plastic	
103	DATING AND STAMPING MACHINE	
104	ENVELOPE, mailing, white	
105	ERASER, plastic/rubber	
106	FASTENER, metal	
107	NOTE PAD, stick on, 3" x 3"	
108	NOTEPAD, stick on, 76mm x 100mm (3" x 4") min	
109	PAPER CLIP, vinyl/plastic coated, 33mm	
110	RECORD BOOK, 300 pages	
111	RUBBER BAND, No. 18	
112	SIGN PEN, black	
113	SIGN PEN, red	
114	STAPLE REMOVER, plier type	
115	STAPLE WIRE, heavy duty, binder type, 23/13	
116	STAPLE WIRE, standard	
117	TAPE, masking, 48mm	
118	TAPE, packaging, 48mm	
119	TAPE, transparent, 24mm	
120	TAPE, transparent, 48mm	
121	PENCIL, lead, with eraser	
122	CASH REGISTER TAPE ROLL (57x67mm)	
123	CALCULATOR, compact, 12-digits desktop (two-way power)	
124	BALLPEN, black, 0.5	
125	BATTERY, dry cell, AAA, 2 pieces per pack, 1.5 volts	
126	BATTERY, dry Cell, size AA , 2 pieces per pack, 1.5 volts	
	DIRECTOR'S OFFICE	
127	CALCULATOR, COMPACT, electronic, 12 digits cap	
128	CLEARBOOK, A4 SIZE	
129	CLEARBOOK, LEGAL	
130	CLIP, BACKFOLD, 32MM, 12 pieces per box	
131	CORRECTION TAPE, 1 piece in individual plastic	
132	DATA FILE BOX, made of chipboard, with closed ends	
133	DVD REWRITABLE, DVD-R 4.7GB, Recordable, 16x	
134	FASTENER, METAL, 70mm between prongs, 50 sets per box	
135	FOLDER PRESSBOARD, 100 pieces per box	
136	Magazine File Box, , Large, made of chipboard, with open end, width 100mm, height 265mm, length 299mm	
137	MARKER, WHITEBOARD, felt tip, bullet type, black	
138	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.)(net of box)	
139	BATTERY, dry cell, AA	
140	BATTERY, dry cell, AAA	
141	BATTERY, 9V	
142	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	
143	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
144	RECORD BOOK, 500 PAGES	
145	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	
146	SIGN PEN, BLUE, liquid/ gel ink, 0.5mm needle tip	
147	STAPLE WIRE, STANDARD	
148	TAPE, TRANSPARENT, width: 24mm (±1mm)	
	ENGINEERING	
149	Clip, backfold 19mm, 12pcs per box	
150	Clip, backfold 32mm, 12pcs per box	

151	Eraser plastic or rubber	
152	Fastener, metal 50 sets per box	
153	Notepad 2"x3" 100 sheets per pad	
154	Paper clip vinyl/plastic coated, 33mm	
155	Marker whiteboard, felt tip, bullet type, BLACK	
156	Pencil, lead with eraser	
157	Record book, 300 pages	
158	Sign pen, black	
159	Staple remover, plier type	
160	Staple wire, standard, 5000 wires per box	
161	Tape, masking width: 24mm	
162	Tape, transparent, width: 24mm	
163	Tape, transparent, width: 48mm	
164	Folder, pressboard, 100 pieces per box	
165	Notepad stick on, 76mm x 100mm (3" x 4") min	
	PERSONNEL	
166	CARBON FILM, legal	
167	CLEARBOOK, 20 transparent pockets, legal	
168	CLIP, backfold, 32mm	
169	CORRECTION TAPE	
170	DATA FILE BOX	
171	DVD REWRITABLE	
172	ENVELOPE, expanding, kraft, legal	
173	FASTENER, metal	
174	FILE TAB DIVIDER, bristol board, for A4	
175	FILE TAB DIVIDER, legal	
176	FOLDER with Tab, Legal	
177	FOLDER, pressboard	
178	MARKER, whiteboard, felt tip, bullet type, Black	
179	NOTE PAD, stick on, 3" x 3"	
180	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
181	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
182	PAD PAPER, ruled	
183	PAPER, MULTICOPY, Legal, 80gsm	
184	PAPER, Multi-Purpose, A4	
185	PENCIL, lead, with eraser	
186	RECORD BOOK, 300 pages	
187	SIGN PEN, black, 0.5mm needle tip	
188	SIGN PEN, blue, 0.5mm needle tip	
189	STAPLE REMOVER, plier-type	
190	STAPLE WIRE, standard	
191	TAPE, MASKING, 48mm	
192	TAPE, packaging, 48mm	
193	TAPE, transparent, 24mm	
194	TAPE, transparent, 48mm	
195	INDEX CARD - 500 pcs per pack, green	
196	BATTERY, dry cell, AAA	
197	BATTERY, dry Cell, size AA	
	IT	
198	ENVELOPE, Documentary, Legal	
199	ENVELOPE, expanding, kraft, legal	
200	Paper, thermal for queuing system 80 x 70 (1 box - 50 rolls)	
201	FOLDER with Tab, Legal	
202	FOLDER with Tab, A4	
203	RECORD BOOK, 300 pages	
204	STAPLE WIRE, standard	
205	CORRECTION TAPE	
206	PAPER CLIP, vinyl/plastic coated, 33mm	
207	BATTERY, dry Cell, size AA	
208	BATTEERY, dry cell, AAA	
209	9V Battery	
210	Rechargeable, 9V Battery	
211	Rechargeable, AA Battery	
	PDER	
212	Battery, dry cell, size AA	
213	Board Paper, A4, plain white	
214	Correction Tape	

215	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs, 100 pieces per box	
216	ENVELEOPE, long, white, mailing, 500pcs. / box	
217	FASTENER PAPER, non rust metal, holds 25mm thick file, with prongs 70mm apart, 50 sets/box	
218	FOLDER, pressboard, plain for legal 100pcs/box	
219	FOLDER, WITH TAB, for legal size documents ,100 pieces per pack	
220	Marker, Whiteboard, felt tip, bullet type, Black	
221	PAPER CLIP, vinyl/plastic coated, 33mm	
222	PARCHMENT PAPER, 100 sheets / box	
223	Pencil, lead, w/ eraser #2	
224	RECORD BOOK, 300 pages, size 214mm x 278mm min	
225	Sign pen, black, liquid/gel ink, 0.5mm needle tip	
226	Sign pen, Blue, liquid/gel ink, 0.5mm needle tip	
227	CLIP, backfold, 32mm	
228	Data File Box, made of chipboard, with closed ends, color red and green	
229	Glue Gun Stick, Big	
230	Glue Gun, Stanley Heavy duty hot melt glue gun	
231	STAMP PAD INK, purple or violet	
232	STAMP PAD, felt	
233	Staple Remover, plier type	
234	Staple Wire, standard, no. 35	
235	Tape, TRANSPARENT, width: 24mm (±1mm)	
	PROPERTY & SUPPLY	
236	BATTERY, dry cell, AAA	
237	BATTERY, dry Cell, size AA	
238	CALCULATOR, COMPACT, electronic, 12 digits cap	
239	CARBON FILM, legal	
240	CLEARBOOK, 20 transparent pockets, legal	
241	CORRECTION TAPE	
242	DATA FILE BOX	
243	DVD REWRITABLE	
244	FASTENER, metal	
245	FOLDER, PRESSBOARD	
246	FOLDER, with Tab, Legal	
247	MAGAZINE FILE BOX, large	
248	NOTEBOOK, stenographer	
249	NOTEPAD, stick on, 3X3	
250	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	
251	PAD PAPER, ruled	
252	PAPER CLIP, vinyl/plastic coated, 33mm	
253	PENCIL SHARPENER, manual	
254	RECORD BOOK, 300 pages	
255	RECORD BOOK, 500 pages	
256	SIGN PEN, black	
257	SIGN PEN, blue	
258	STAMP PAD, felt	
259	STAPLE REMOVER, plier type	
260	STAPLE WIRE, standard	
261	TAPE, packaging, 48mm	
262	TAPE, TRANSPARENT, 24mm	
263	Whiteboard wall type w/ aluminum frame 3"x4"	
	PAD	
264	CALCULATOR, compact	
265	CLEARBOOK, 20 transparent pockets, A4	
266	CLEARBOOK, 20 transparent pockets, legal	
267	CLIP, BACKFOLD, 32mm	
268	CORRECTION TAPE	
269	DATA FILE BOX	
270	ENVELOPE, DOCUMENTARY, Legal	
271	ENVELOPE, EXPANDING , kraft, legal	
272	ENVELOPE, MAILING, white	
273	ERASER, plastic/rubber	
274	FASTENER, METAL	
275	FOLDER with Tab, A4	
276	FOLDER with Tab, Legal	

277	MARKER whiteboard, felt tip, bullet type, Black	
278	MARKER whiteboard, felt tip, bullet type, Blue	
279	MARKER whiteboard, felt tip, bullet type, Red	
280	NOTEBOOK stenographer	
281	NOTEPAD stick on, 3" x 3"	
282	PAPER, MULTI-PURPOSE, A4	
283	PENCIL lead, with eraser	
284	PENCIL lead, with eraser	
285	SIGN PEN, black	
286	SIGN PEN, blue	
287	SIGN PEN, red	
288	STAMP PAD INK, purple or violet	
289	STAMP PAD felt	
290	STAPLE REMOVER plier-type	
291	STAPLE WIRE standard	
292	TAPE MASKING, 48mm	
293	TAPE transparent, 24mm	
294	TAPE transparent, 48mm	
295	BATTERY, dry Cell, size AA	
296	BATTERY, dry cell, AAA	
297	RECORD BOOK, 300 PAGES	
298	RECORD BOOK, 500 PAGES	
299	FOLDER, pressboard	
300	DATA FOLDER	
301	ENVELOPE, Documentary, Legal	
302	ENVELOPE, expanding, kraft, legal	
303	ENVELOPE, expanding, plastic	
304	ENVELOPE, Mailing, White	
305	MAGAZINE FILE BOX, large	
306	DATA FILE BOX	
307	CLEARBOOK, 20 transparent pockets, A4	
308	CLEARBOOK, 20 transparent pockets, legal	
309	MARKER, whiteboard, felt tip, bullet type, Black	
310	MARKER, whiteboard, felt tip, bullet type, Blue	
311	MARKER, whiteboard, felt tip, bullet type, Red	
312	SIGN PEN, black	
313	SIGN PEN, blue	
314	SIGN PEN, red	
	QMU	
315	PENCIL, lead, with eraser	
316	CORRECTION TAPE	
317	NOTE PAD, stick on, 3" x 3"	
318	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
319	PAD PAPER, ruled	
320	TAPE, transparent , 24mm	
321	TAPE, transparent, 48 mm	
322	TAPE, MASKING, 48mm	
323	TAPE, packaging, 48mm	
324	STAPLE WIRE, standard	
325	FASTENER, metal	
326	CLIP, backfold, 32mm	
327	ERASER, plastic/rubber	
328	CALCULATOR, compact	
329	STAMP PAD, felt	
330	PAPER, parchment	
331	PAPER, Multi-Purpose, A4	
332	BATTERY, dry Cell, size AA	
333	BATTERY, dry cell, AAA	
	SECURITY	
334	CLEARBOOK, LEGAL	
335	CORRECTION TAPE, 1 piece in individual plastic	
336	PENCIL SHARPENER, manual, table mountable type, with metal clamp, single cutter head, one hole guide, 9-10mm in a diameter	
337	PENCIL, LEAD WITH ERASER, 12 dozens per box	
338	SIGN PEN, BLACK, liquid/ gel ink, 0.5mm needle tip	
339	STAPLE REMOVER, PLIER TYPE	
340	Record book 300 pages, size: 214mm x 278mm min	

341	Battery Dry Cell, AA 2pvc.s.per blister pack,1.5 volts	
342	Battery Dry Cell, AAA 2pvc.s.per blister pack,1.5 volts	
	ANCILLARY SERVICES	
	ANESTHESIA	
343	Paper multicopy 80 gsm 216 × 279 mm,. Letter	
344	STAPLE WIRE, standard	
345	ENVELOPE, Documentary, Legal	
346	Envelope mailing, white	
347	Envelope, Expanding, kraft, Legal	
348	Folder with tab legal	
349	Fastener, Metal non-sharp edges	
350	PAPER CLIP, vinyl/plastic coated, 33mm	
351	MARKER, whiteboard, felt tip, bullet type, Black	
352	MARKER, whiteboard, felt tip, bullet type, Blue	
353	MARKER, whiteboard, felt tip, bullet type, Red	
354	Sign pen, black	
355	PUNCHER, paper, heavy duty	
356	Tape transparent 24 mm	
357	Tape transparent 48 mm	
	DENTAL	
358	BATTERY dry cell, AAA, 2 pieces per blister pack	
359	CLEARBOOK 20 transparent pockets, A4	
360	CLEARBOOK, 20 transparent pockets, legal	
361	CORRECTION TAPE 1 piece in individual plastic, 8m	
362	ENVELOPE Documentary, Legal	
363	ENVELOPE expanding, kraft, legal	
364	FASTENER Metal	
365	FILE TAB DIVIDER , bristol board, for A4	
366	FILE TAB DIVIDER LEGAL	
367	MAGAZINE FILE BOX, Large	
368	MARKER, WHITEBOARD felt tip, bullet type, Black	
369	PAPER CLIP vinyl/plastic coated, 33mm	
370	PENCIL LEAD WITH ERASER, 12 dozens per box	
371	RECORD BOOK 300 PAGES,	
372	SIGN PEN black	
373	SIGN PEN blue	
374	SIGN PEN red	
375	STAPLE WIRE STANDARD	
376	TAPE, TRANSPARENT width: 24mm	
	DIETARY	
377	Clearbook, 20 transparent pockets, legal	
378	Correction Tape, 1 piece in individual plastic	
379	Data File Box	
380	Folder, Pressboard, 100 pcs/box, Legal size	
381	Index Card, white, ruled on both sides, 50 pcs/pack, 5 x 8	
382	Marker, whiteboard, felt tip, bullet type, Black	
383	Staple Wire, Standard, 26/6, no. 35	
384	Tape, Transparent, 1 inch, 24 mm	
	DIALYSIS	
385	BATTERY , dry cell, AA	
386	BATTERY, dry cell, AAA,	
387	CALCULATOR, compact	
388	CLEARBOOK, 20 transparent pocket size ,A4	
389	CLEARBOOK, 20 transparent pocket size ,legal	
390	CLIP, BACKFOLD, 32MM, 12 pieces per box	
391	CORRECTION TAPE, 1 piece in individual plastic	
392	DATA FILE BOX	
393	Eraser , plastic/rubber	
394	FASTENER, METAL, 70mm between prongs, 50 sets per box	
395	Flash Drive, 16gb Capacity	
396	FOLDER, pressboard	
397	Marker, whiteboard, felt tip, bullet type, BLACK	
398	Marker, whiteboard, felt tip, bullet type, Blue	
399	Marker, whiteboard, felt tip, bullet type, Red	
400	Paper, Multi-purpose, A4	
401	Pencil, Lead with eraser	
402	Records Book, 300 pages	

403	Records Book, 500 pages	
404	Ruler, Plastic, 300mm (12 inches/30cm)	
405	Sign Pen, Black	
406	Sign Pen, Blue	
407	Stamp Pad, felt	
408	Stamp Pad Ink, purpose or violet	
409	Staple Wire standard	
410	Staple remover , plier type	
411	Tape Transparent, 24mm	
	MILK BANK	
412	Folder-Legal size pressboard	
413	PAPER CLIP, vinyl/plastic coated 33MM	
414	CLEARBOOK, LEGAL	
415	CORRECTION TAPE, 1 piece in individual plastic	
416	DATA FILE BOX, made of chipboard, with closed ends	
417	ENVELOPE, EXPANDING , PLASTIC	
418	FILE TAB DIVIDER, LEGAL	
419	NOTEPAD, STICK-ON, 3X3	
420	RECORD BOOK, 300 PAGES	
421	RECORD BOOK, 500 PAGES	
422	SIGN PEN, BLACK	
423	STAMP PAD INK, purple or violet	
424	STAMP PAD FELT	
425	STAPLE WIRE, STANDARD	
426	TAPE, MASKING, 48mm	
427	TAPE, PACKAGING, 48mm	
428	TAPE, TRANSPARENT, 24mm	
	MEDICAL RECORDS	
429	CARBON FILM, A4	
430	CORRECTION TAPE	
431	ERASER, plastic/rubber	
432	FASTENER, metal	
433	FOLDER with Tab, A4	
434	PENCIL, lead, with eraser	
435	PUNCHER, paper, heavy duty	
436	RECORD BOOK, 300 pages	
437	RECORD BOOK, 500 pages	
438	RIBBON CART, EPSON C13S015516 (#8750), Black	
439	SCISSORS, symmetrical / assymetrical	
440	SIGN PEN, black	
441	SIGN PEN, red	
442	STAMP PAD INK, purple or violet	
443	STAMP PAD, felt	
444	STAPLE REMOVER, plier-type	
445	STAPLE WIRE, standard	
446	TAPE, packaging, 48mm	
447	TAPE, transparent, 24mm	
	MEDICAL SOCIAL SERVICE	
448	CALCULATOR, Compact	
449	CORRECTION TAPE	
450	DATA FILE BOX	
451	DATA FOLDER	
452	ENVELOPE, expanding kraft, Legal	
453	FASTENER, METAL	
454	FOLDER, PRESSBOARD	
455	MARKER, WHITEBOARD, felt tip, black	
456	PAD PAPER, RULED	
457	PAPER CLIP, vinyl/coated, 33mm	
458	PAPER, MULTI-PURPOSE, 70 gsm., A4	
459	PAPER, THERMAL, 80mm X 70mm	
460	PENCIL SHARPENER, manual single cutterhead	
461	PUNCHER, heavy duty, approx.6.5 mm in hole	
462	RECORD BOOK, 300 PAGES	
463	RECORD BOOK, 500 PAGES	
464	SIGN PEN, BLACK	
465	STAMP PAD, FELT	
466	STAMP PAD INK , purple or violet	

467	STAPLE REMOVER, PLIER TYPE	
468	STAPLE WIRE, STANDARD	
469	TAPE, TRANSPARENT, width: 24mm	
	PHARMACY	
470	MARKER, whiteboard, felt tip, bullet type, Black	
471	MARKER, whiteboard, felt tip, bullet type, Blue	
472	SIGN PEN, black	
473	SIGN PEN, blue	
474	PENCIL, lead, with eraser	
475	ENVELOPE, expanding, kraft, legal	
476	FOLDER with Tab, Legal	
477	PAPER, Multi-Purpose, A4	
478	RECORD BOOK, 300 pages	
479	RECORD BOOK, 500 pages	
480	FASTENER, metal	
481	PAPER CLIP, vinyl/plastic coated, 33mm	
482	STAPLE WIRE, standard	
483	SCISSORS, symmetrical / assymetrical	
484	CALCULATOR, compact	
485	CORRECTION TAPE	
486	PUSH PIN, 100 pieces per case	
487	STAMP PAD INK, purple or violet	
488	STAMP PAD, felt	
489	TAPE, MASKING, 48mm	
490	TAPE, packaging, 48mm	
491	TAPE, transparent, 24mm	
	PHYSICAL MEDICINE	
492	CALCULATOR, COMPACT, 12-digits desktop (two-way power)	
493	CORRECTION TAPE,	
494	FASTENER, METAL 5mm wide 8m long	
495	FLASH DRIVE, 16 GB capacity	
496	FOLDER, WITH TAB, A4	
497	FOLDER, WITH TAB, legal	
498	MARKER, WHITEBOARD, felt tip ,bullet type, BLACK	
499	PAPER CLIP, vinyl /plastic coated ,33mm	
500	PUNCHER, paper, heavy duty	
501	RECORD BOOK, 300 PAGES	
502	SIGN PEN, BLACK	
503	STAMP PAD, FELT	
	RADIOLOGY	
504	MARKER, WHITEBOARD, felt tip, bullet type, black	
505	MARKER, WHITEBOARD, felt tip, bullet type, blue	
506	MARKER, WHITEBOARD, felt tip, bullet type, red	
507	PENCIL, LEAD WITH ERASER, 12 dozens per box	
508	SIGN PEN, BLACK	
509	SIGN PEN, BLUE	
510	SIGN PEN, RED	
511	CLEARBOOK, 20 transparent pockets, A4	
512	CLEARBOOK, 20 transparent pockets, LEGAL	
513	ENVELOPE, DOCUMENTARY, legal	
514	ENVELOPE, EXPANDING, KRAFT, legal	
515	ENVELOPE, EXPANDING, PLASTIC	
516	ENVELOPE, MAILING, white	
517	RECORD BOOK 300 Pages	
518	FASTENER, METAL	
519	PAPER CLIP, vinyl/plastic coated, 33MM	
520	ERASER FELT, for blackboard/whiteboard	
521	CALCULATOR, COMPACT,	
522	CORRECTION TAPE	
523	DVD WHITE FULL FACE PRINTABLE	
524	PENCIL SHARPENER, Manual	
525	STAPLE REMOVER, PLIER TYPE	
526	STAPLE WIRE, STANDARD	
527	TAPE, MASKING, width: 48mm	
528	TAPE, PACKAGING, width: 48mm	
529	TAPE, TRANSPARENT, width: 24mm	
530	TAPE, TRANSPARENT, width: 48mm	

531	PAPER, PREMIUM DIGITAL INKJET AND LASER, 100gsm, size: 210mm x 297mm, A4 (Copy Paper) (Office Supplies Expenses)	
	PATHOLOGY	
532	CARBON FILM, A4 SIZE,	
533	CARBON FILM,Legal	
534	CORRECTION TAPE, 1 piece in individual plastic	
535	DATA FILE BOX, made of chipboard, with closed ends	
536	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	
537	ENVELOPE, MAILING, white legal size	
538	FASTENER, METAL,	
539	MARKER, WHITEBOARD, felt tip, bullet type, black	
540	NOTEPAD, STICK-ON,50mm x 76mm (2" x 3") mm	
541	NOTEPAD, STICK-ON, 3X3,	
542	NOTEPAD, STICK-ON,76mm x 100mm (3" x 4") mm	
543	PAPER CLIP, vinyl/plastic coated 33MM	
544	PENCIL, LEAD WITH ERASER	
545	RECORD BOOK, 300 PAGES	
546	RECORD BOOK, 500 PAGES	
547	SIGN PEN, BLACK	
548	STAMP PAD INK, purple or violet,	
549	STAMP PAD, FELT	
550	STAPLE WIRE, STANDARD	
551	TAPE, TRANSPARENT, width: 24mm	
552	Barcode sticker with wax ribbon 54x19cm for barcode printer GK420t	
553	Sticker paper, A4 matte, 100 sheets self adhesive	
554	Ballpen, black, 0.7mm thickness ballpoint 25 pcs/box	
555	Ballpen, blue, 0.7mm thickness ballpoint 25 pcs/box	
556	Ballpen, red, 0.7mm thickness ballpoint 25 pcs/box	
	ANESTHESIA	
	MEDICAL SERVICES	
557	CALCULATOR, compact	
558	CARBON FILM, A4	
559	CARBON FILM, legal	
560	CLEARBOOK, 20 transparent pockets, A4	
561	CLEARBOOK, 20 transparent pockets, legal	
562	CLIP, backfold, 32mm	
563	CORRECTION TAPE	
564	DATA FILE BOX	
565	DATA FOLDER	
566	DATING AND STAMPING MACHINE	
567	ENVELOPE, Documentary, Legal	
568	ENVELOPE, expanding, kraft, legal	
569	ENVELOPE, expanding, plastic	
570	ENVELOPE, Mailing, White	
571	ERASER, FELT, for blackboard/whiteboard	
572	ERASER, plastic/rubber	
573	FASTENER, metal	
574	FILE TAB DIVIDER, bristol board, for A4	
575	FILE TAB DIVIDER, legal	
576	FOLDER with Tab, A4	
577	FOLDER with Tab, Legal	
578	FOLDER, pressboard	
579	Lithium Battery CR 2032 3V stainless steel flat	
580	MAGAZINE FILE BOX, large	
581	MARKER, whiteboard, felt tip, bullet type, Black	
582	MARKER, whiteboard, felt tip, bullet type, Blue	
583	MARKER, whiteboard, felt tip, bullet type, Red	
584	NOTE PAD, stick on, 3" x 3"	
585	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
586	PAPER CLIP, vinyl/plastic coated, 33mm	
587	PAPER TRIMMER / CUTTING MACHINE, table top	
588	PAPER, Multi-Purpose, A4	
589	PAPER, parchment	
590	PENCIL SHARPENER, manual	
591	PENCIL, lead, with eraser	

592	PUNCHER, paper, heavy duty	
593	RECORD BOOK, 300 pages	
594	RECORD BOOK, 500 pages	
595	SCISSORS, symmetrical / assymetrical	
596	SIGN PEN, black	
597	SIGN PEN, blue	
598	SIGN PEN, red	
599	STAMP PAD INK, purple or violet	
600	STAMP PAD, felt	
601	STAPLE REMOVER, plier-type	
602	STAPLE WIRE, for heavy duty staplers (23/13)	
603	STAPLE WIRE, standard	
604	TAPE, MASKING, 48mm	
605	TAPE, packaging, 48mm	
606	TAPE, transparent, 24mm	
607	TAPE, transparent, 48mm	
	ANIMAL BITE	
608	CALCULATOR, compact	
609	CARBON FILM, A4	
610	CARBON FILM, legal	
611	CORRECTION TAPE	
612	CLEARBOOK, 20 transparent pockets, A4	
613	CLEARBOOK, 20 transparent pockets, legal	
614	CLIP, backfold, 32mm	
615	DATA FILE BOX	
616	DATING AND STAMPING MACHINE	
617	ENVELOPE, DOCUMENTARY, Legal	
618	FLASH DRIVE, 16 GB capacity	
619	FOLDER, WITH TAB, A4	
620	FOLDER, WITH TAB, Legal	
621	MAGAZINE FILE BOX, LARGE	
622	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
623	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
624	PAPER CLIP, vinyl/plastic coated, 33mm	
625	PAPER, Multi-Purpose, A4	
626	PAPER TRIMMER/CUTTING MACHINE, table top	
627	PUNCHER, paper, heavy duty	
628	RECORD BOOK, 300 PAGES	
629	RECORD BOOK, 500 PAGES	
630	SIGN PEN, BLACK	
631	STAMP PAD INK, purple or violet	
632	STAMP PAD, FELT	
633	STAPLE REMOVER, PLIER TYPE	
634	STAPLE WIRE, STANDARD	
635	TAPE DISPENSER, Table Top, for 24mm width tape	
636	TAPE, MASKING, 48mm	
637	TAPE, TRANSPARENT, 24mm	
638	TAPE, TRANSPARENT, 48mm	
639	EXPERTS CHOICE PHOTO PAPER A4 300GSM 10S DUAL SIDE 10 SHEETS/pack	
	ER	
640	CLEARBOOK, 20 transparent pockets, A4	
641	CLEARBOOK, 20 transparent pockets, legal	
642	CORRECTION TAPE	
643	ENVELOPE, DOCUMENTARY, for legal size document	
644	ENVELOPE, expanding, kraft, legal	
645	ENVELOPE, expanding, plastic	
646	ERASER, plastic/rubber	
647	FASTENER, metal	
648	FOLDER, pressboard	
649	TAPE, MASKING, 48mm	
650	INK, for stamp pad	
651	DATING AND STAMPING MACHINE	
652	MARKER, whiteboard, felt tip, bullet type, Black	
653	MARKER, whiteboard, felt tip, bullet type, Blue	
654	MARKER, whiteboard, felt tip, bullet type, Red	
655	PAPER CLIP, vinyl/plastic coated, 33mm	

656	PENCIL, lead, with eraser	
657	PUNCHER, paper, heavy duty	
658	RECORD BOOK, 300 pages	
659	SCISSORS, symmetrical / asymmetrical	
660	STAMP PAD, felt	
661	STAPLE WIRE, heavy duty, binder type, 23/13	
662	STAPLE REMOVER, plier type	
663	STAPLE WIRE, standard	
	FM	
664	ERASER, FELT, for blackboard/whiteboard	
665	CALCULATOR, compact	
666	CARBON FILM, A4	
667	CLEARBOOK, 20 transparent pockets, A4	
668	CLEARBOOK, 20 transparent pockets, legal	
669	CLIP, backfold, 32mm	
670	CORRECTION TAPE	
671	DATA FILE BOX	
672	DATA FOLDER	
673	DATING AND STAMPING MACHINE	
674	ENVELOPE, Documentary, Legal	
675	ENVELOPE, expanding, kraft, legal	
676	ENVELOPE, expanding, plastic	
677	ERASER, plastic/rubber	
678	FASTENER, metal	
679	FILE TAB DIVIDER, bristol board, for A4	
680	FILE TAB DIVIDER, legal	
681	FLASH DRIVE, 16 GB Capacity	
682	FOLDER, pressboard	
683	FOLDER with Tab, A4	
684	FOLDER with Tab, Legal	
685	MAGAZINE FILE BOX, LARGE	
686	MARKER, whiteboard, felt tip, bullet type, Black	
687	MARKER, whiteboard, felt tip, bullet type, Blue	
688	MARKER, whiteboard, felt tip, bullet type, Red	
689	NOTEBOOK, stenographer	
690	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
691	NOTE PAD, stick on, 3" x 3"	
692	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
693	PAD PAPER, ruled	
694	PAPER CLIP, vinyl/plastic coated, 33mm	
695	PAPER CLIP, vinyl/plastic coated, 50mm	
696	PAPER, Multi-Purpose, A4	
697	PAPER, parchment	
698	PENCIL SHARPENER, manual	
699	PENCIL, lead, with eraser	
700	PUNCHER, paper, heavy duty	
701	RECORD BOOK, 300 pages	
702	RECORD BOOK, 500 pages	
703	SCISSORS, symmetrical / assymetrical	
704	SIGN PEN, black	
705	SIGN PEN, blue	
706	SIGN PEN, red	
707	STAMP PAD INK, purple or violet	
708	STAMP PAD, felt	
709	STAPLE REMOVER, plier-type	
710	STAPLE WIRE, standard	
711	TAPE, MASKING, 48mm	
712	TAPE, packaging, 48mm	
713	TAPE, transparent, 24mm	
714	TAPE, transparent, 48mm	
	INFECTION CONTROL	
715	Clearbook, 20 transparent pockets, A4	
716	Clearbook, 20 transparent pockets, Legal	
717	Data File box	
718	ENVELOPE, documentary, legal size	
719	Fastener, metal	
720	Flash drive, 16 GB Capacity	

721	Folder with Tab, A4	
722	Folder with Tab, Legal	
723	Envelope expanding, plastic	
724	Marker, whiteboard, felt tip, bullet type black	
725	Notepad, stick on, 3"x3"	
726	Record book, 300 pages	
727	Scissors, symmetrical/ assymetrical	
728	Sign pen, Black	
729	Staple wire, standard	
730	Stapler, standard type	
731	Tape, Transparent 24mm	
	IM	
732	BLACKBOARD/WHITEBOARD ERASER	
733	CALCULATOR, COMPACT, electronic, 12 digits cap	
734	CARBON FILM, A4 SIZE, 100 sheets per box	
735	CLEARBOOK, A4 SIZE	
736	CLEARBOOK, LEGAL	
737	CLIP, BACKFOLD, 32MM, 12 pieces per box	
738	CORRECTION TAPE, 1 piece in individual plastic	
739	DATING AND STAMPING MACHINE	
740	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
741	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	
742	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box	
743	ENVELOPE, EXPANDING, PLASTIC	
744	ENVELOPE, MAILING, 500 pieces per box	
745	FLASH DRIVE, 16 GB capacity,1 piece in individual blister pack	
746	FOLDER, WITH TAB, for A4 size documents, 100 pieces per pack	
747	FOLDER, WITH TAB, for legal size documents ,100 pieces per pack	
748	MARKER, WHITEBOARD, black	
749	MARKER, WHITEBOARD, blue	
750	MARKER, WHITEBOARD, red	
751	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	
752	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	
753	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	
754	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad	
755	PAPER CLIP, 32MM, 100 pieces per box or 52 grams (min.) (net of box)	
756	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm, A4 (Bond Paper)	
757	PAPER, THERMAL, 216MM X 30M	
758	PENCIL, LEAD WITH ERASER, 12 dozens per box	
759	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual	
760	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
761	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
762	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	
763	STAMP PAD INK, purple or violet, 50ml (min.)	
764	STAPLE REMOVER, PLIER TYPE	
765	STAPLE WIRE, STANDARD	
766	TAPE, MASKING, width: 48mm (±1mm)	
767	TAPE, PACKAGING, width: 48mm (±1mm)	
768	TAPE, TRANSPARENT, width: 48mm (±1mm)	
769	RECORD BOOK 300 PAGES	
770	RECORD BOOK 500 PAGES	
	OB-GYNE	
771	CLEARBOOK, 20 transparent pockets, A4	
772	CLEARBOOK, 20 transparent pockets, legal	
773	DATA FILE BOX	
774	FILE TAB DIVIDER, bristol board, for A4	
775	FILE TAB DIVIDER, bristol board, for A4	
776	FILE TAB DIVIDER, legal	
777	MARKER, whiteboard, felt tip, bullet type, Black	
778	ERASER, FELT, for blackboard/whiteboard	
779	ENVELOPE, Documentary, Legal	

780	ENVELOPE, expanding, kraft, legal	
781	ENVELOPE, expanding, plastic	
782	CORRECTION TAPE	
783	FLASH FRIVE, 16GB capacity	
784	PAPER CLIP, vinyl/plastic coated, 33mm	
785	PAPER, Multi-Purpose, A4	
786	PENCIL SHARPENER, manual	
787	PENCIL, lead, with eraser	
788	PUNCHER, paper, heavy duty	
789	SIGN PEN, black	
790	STAMP PAD, felt	
791	STAPLE REMOVER, plier-type	
792	STAPLE WIRE, for heavy duty staplers (23/13)	
793	STAPLE WIRE, standard	
794	RECORD BOOK, 500 pages	
795	TAPE, transparent, 48mm	
796	TAPE, transparent, 24mm	
	OPHTHA	
797	CARBON FILM, A4	
798	CARBON FILM, Legal	
799	CLEARBOOK, 20 transparent pockets, A4	
800	CLEARBOOK, 20 transparent pockets, legal	
801	CLIP, backfold, 32 mm	
802	CORRECTION TAPE, 8 mm	
803	DATA FILE BOX	
804	DATA FOLDER	
805	ENVELOPE, DOCUMENTARY, for legal size document	
806	ENVELOPE, expanding, kraft, legal	
807	ENVELOPE, expanding, plastic	
808	ERASER, FELT, for blackboard/whiteboard	
809	FASTENER, metal	
810	FILE TAB DIVIDER, bristol board, for A4	
811	FILE TAB DIVIDER, legal	
812	FLASH DRIVE, 16 GB Capacity	
813	FOLDER with Tab, A4	
814	FOLDER with Tab, Legal	
815	MAGAZINE FILE BOX, large	
816	MARKER, whiteboard, felt tip, bullet type, Black	
817	MARKER, whiteboard, felt tip, bullet type, Blue	
818	MARKER, whiteboard, felt tip, bullet type, Red	
819	NOTE PAD, stick on, 3" x 3"	
820	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
821	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
822	PAD PAPER, ruled	
823	PAPER CLIP, vinyl/plastic coated, 33mm	
824	PAPER, Multi-Purpose, A4	
825	PAPER, parchment	
826	PENCIL SHARPENER, manual, single cutter head	
827	PUNCHER, paper, heavy duty	
828	RECORD BOOK, 300 pages	
829	RECORD BOOK, 500 pages	
830	SCISSORS, symmetrical / assymetrical	
831	SIGN PEN, black	
832	SIGN PEN, blue	
833	SIGN PEN, red	
834	STAMP PAD, felt	
835	STAPLE REMOVER, plier type	
836	STAPLE WIRE, STANDARD	
837	STAPLE WIRE, heavy duty, binder type, 23/13	
838	TAPE, MASKING, 48mm	
839	TAPE, transparent, 24mm	
840	TAPE, transparent, 48mm	
841	PAPER, PHOTO, GLOSSY, 20S, A4, 180 gsm	
842	ILUSTRATION BOARD 1/2, 20"X30"	
	ORL - HNS	
843	BATTERY, dry Cell, size AA	
844	BATTERY, dry Cell, size AAA	

845	ERASER, FELT, for blackboard/ whiteboard	
846	CALCULATOR, compact	
847	CORRECTION TAPE	
848	ERASER, PLASTIC OR RUBBER	
849	FASTENER, metal	
850	FILE TAB DIVIDER, bristol board, for A4	
851	FILE TAB DIVIDER, legal	
852	FLASH DRIVE, 16 GB Capacity	
853	FOLDER with Tab, A4	
854	FOLDER with Tab, Legal	
855	MARKER, whiteboard, felt tip, bullet type, Blue	
856	MARKER, whiteboard, felt tip, bullet type, Red	
857	MARKER, whiteboard, felt tip, bullet type, Black	
858	NOTEBOOK, stenographer	
859	NOTE PAD, stick on, 3" x 3"	
860	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	
861	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
862	PAPER, Multi-Purpose, A4	
863	PENCIL SHARPENER, manual, single cutter head	
864	PENCIL, lead, with eraser	
865	PUNCHER, paper, heavy duty	
866	RECORD BOOK, 300 pages	
867	RECORD BOOK, 500 pages	
868	SIGN PEN, black	
869	SIGN PEN, blue	
870	SIGN PEN, red	
871	STAPLE WIRE, heavy duty, binder type, 23/13	
872	TAPE, MASKING, 48mm	
873	TAPE, packaging, 48mm	
874	TAPE, transparent, 24mm	
875	TAPE, transparent, 48mm	
876	CLEARBOOK, 20 transparent pockets, legal	
877	CLEARBOOK, 20 transparent pockets, A4	
	PEDIA	
878	BATTERY, dry Cell, size AA	
879	BATTERY, dry cell, AAA	
880	CARBON FILM, A4	
881	CARBON FILM, legal	
882	CLEARBOOK, 20 transparent pockets, A4	
883	CLEARBOOK, 20 transparent pockets, legal	
884	CLIP, backfold, 32mm	
885	CORRECTION TAPE	
886	DATA FILE BOX	
887	DATA FOLDER	
888	DATING AND STAMPING MACHINE	
889	ENVELOPE, Documentary, Legal	
890	ENVELOPE, expanding, kraft, legal	
891	ENVELOPE, EXPANDING, PLASTIC	
892	ENVELOPE, Mailing, White	
893	ERASER, PLASTIC/RUBBER	
894	FASTENER, METAL	
895	FILE TAB DIVIDER, bristol board, for A4	
896	FILE TAB DIVIDER, legal	
897	FLASH DRIVE, 16 GB capacity	
898	FOLDER, PRESSBOARD	
899	FOLDER with Tab, A4	
900	FOLDER with Tab, Legal	
901	MAGAZINE FILE BOX, LARGE	
902	MARKER, whiteboard, felt tip, bullet type, Black	
903	MARKER, whiteboard, felt tip, bullet type, Blue	
904	MARKER, whiteboard, felt tip, bullet type, Red	
905	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	
906	PAPER CLIP, vinyl/plastic coated, 33mm	
907	Whiteboard 150 x 90 cm	
908	CLEARBOOK, 20 transparent pockets, A4	
909	PAPER, Multi-Purpose, A4	
910	PAPER, parchment	

911	PENCIL SHARPENER, manual	
912	PENCIL, lead, with eraser	
913	PUNCHER, paper, heavy duty	
914	RECORD BOOK, 300 PAGES	
915	RECORD BOOK, 500 PAGES	
916	RULER, plastic, 450mm	
917	SCISSORS, symmetrical / assymetrical	
918	SCOURING PAD	
919	SIGN PEN, black	
920	SIGN PEN, blue	
921	SIGN PEN, red	
922	STAMP PAD INK, purple or violet	
923	STAMP PAD, felt	
924	double sided tape	
925	STAPLE REMOVER, PLIER TYPE	
926	STAPLE WIRE, STANDARD	
927	TAPE, MASKING, 48mm	
928	TAPE, packaging, 48mm	
929	TAPE, transparent, 24mm	
930	TAPE, transparent, 48mm	
931	Specialty paper, assorted colors	
	PSYCHIATRY	
932	BATTERY, dry Cell, size AA	
933	BATTERY, dry Cell, size AAA	
934	CLEARBOOK, 20 transparent pockets, A4	
935	CLEARBOOK, 20 transparent pockets, legal	
936	CORRECTION TAPE	
937	DATA FILE BOX	
938	DATA FOLDER	
939	ENVELOPE, DOCUMENTARY, for legal size document	
940	ENVELOPE, expanding, kraft, legal	
941	ENVELOPE, expanding, plastic	
942	ERASER, FELT, for blackboard/whiteboard	
943	ENVELOPE, Mailing, White	
944	ERASER, plastic/rubber	
945	FASTENER, metal	
946	FLASH DRIVE, 16 GB Capacity	
947	FOLDER with Tab, A4	
948	FOLDER with Tab, Legal	
949	MARKER, whiteboard, felt tip, bullet type, Black	
950	MARKER, whiteboard, felt tip, bullet type, Blue	
951	MARKER, whiteboard, felt tip, bullet type, Red	
952	PAPER CLIP, vinyl/plastic coated, 33mm	
953	PAPER, Multi-Purpose, A4	
954	PENCIL SHARPENER, manual, single cutter head	
955	PENCIL, lead, with eraser	
956	PUNCHER, paper, heavy duty	
957	RECORD BOOK, 300 pages	
958	RECORD BOOK, 500 pages	
959	SCISSORS, symmetrical / asymmetrical	
960	SIGN PEN, black	
961	STAPLE REMOVER, plier type	
962	STAPLE WIRE, standard	
963	TAPE, MASKING, 48mm	
964	TAPE, packaging, 48mm	
965	TAPE, transparent, 24mm	
966	TAPE, transparent, 48mm	
967	LAMINATING FILM, A4, 100pcs (Quaff)	
968	LAMINATING FILM, Legal, 100pcs (Quaff)	
969	FOAM DOUBLE SIDED TAPE, 24MM*5M	
970	FOAM DOUBLE SIDED TAPE, 18MM*5M	
	SURGERY	
971	BLACKBOARD/WHITEBOARD ERASER	
972	CARBON FILM, A4 SIZE	
973	CLEARBOOK, 20 transparent pockets, A4	
974	CLEARBOOK, 20 transparent pockets, legal	
975	CLIP, BACKFOLD, 32MM, 12 pieces per box	

976	CORRECTION TAPE	
977	DATA FILE BOX	
978	DATA FOLDER	
979	DATING AND STAMPING MACHINE	
980	ENVELOPE, expanding, kraft, legal	
981	ENVELOPE, EXPANDING, PLASTIC	
982	PENCIL SHARPENER, manual, single cutter head	
983	PENCIL, lead, with eraser	
984	RECORD BOOK, 500 pages	
985	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic	
986	STAMP PAD, FELT, bed dimension: 60mm x 100mm	
987	STAPLE WIRE, STANDARD	
988	MARKER, whiteboard, felt tip, bullet type, Black	
989	MARKER, WHITEBOARD, black	
990	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm, A4 (Bond Paper)	
991	ENVELOPE, DOCUMENTARY, for legal size document	
	TREATMENT HUB	
992	CLEARBOOK, 20 transparent pockets, A4	
993	CLEARBOOK, 20 transparent pockets, legal	
994	CLIP, backfold, 32mm	
995	CORRECTION TAPE	
996	DATA FILE BOX	
997	ENVELOPE, Documentary, legal	
998	ERASER, FELT, for blackboard/whiteboard	
999	FASTENER, metal	
1000	FLASH DRIVE, 16 GB Capacity	
1001	FOLDER, with Tab, A4	
1002	FOLDER, with Tab, legal	
1003	MARKER, whiteboard, felt tip, bullet type, Black	
1004	PAPER CLIP, vinyl/plastic coated, 33mm	
1005	PUNCHER, paper, heavy duty	
1006	RECORD BOOK, 300 pages	
1007	SCISSORS, symmetrical/assymetrical	
1008	SIGN PEN, black	
1009	STAMP PAD, felt	
1010	STAPLE REMOVER, plier type	
1011	STAPLE WIRE, standard	
1012	TAPE, transparent, 24mm	
1013	TAPE, transparent, 48mm	
	IERE	
1014	ENVELOPE, mailing, white	
1015	FOLDER, pressboard	
1016	FOLDER with Tab, Legal	
1017	PAD PAPER, ruled	
1018	CORRECTION TAPE	
1019	PENCIL, lead, with eraser	
1020	MARKER, whiteboard, felt tip, bullet type, Black	
1021	SIGN PEN, black	
1022	SIGN PEN, blue	
1023	FASTENER, metal	
1024	DATA FILE BOX	
1025	STAPLE REMOVER, plier-type	
1026	STAPLE WIRE, standard	
1027	CLIP, backfold, 32mm	
1028	ENVELOPE, expanding, kraft, legal	
1029	STAMP PAD, felt	
1030	Stamp pad ink	
1031	STAMP PAD INK, purple or violet	
	OPD	
1032	ACETATE	
1033	ERASER, FELT, for blackboard/whiteboard	
1034	CALCULATOR, compact	
1035	DATING AND STAMPING MACHINE	
1036	CLEARBOOK, 20 transparent pockets, A4	
1037	CLEARBOOK, 20 transparent pockets, legal	

1038	ENVELOPE, expanding, plastic	
1039	ERASER, plastic/rubber	
1040	FLASH DRIVE, 16 GB Capacity	
1041	CORRECTION TAPE	
1042	FOLDER pressboard	
1043	FOLDER with Tab, Legal	
1044	MARKER, WHITEBOARD, felt tip, bullet type, black	
1045	MARKER, WHITEBOARD, felt tip, bullet type, blue	
1046	MARKER, WHITEBOARD, felt tip, bullet type red	
1047	CLIP, backfold, 32mm	
1048	PENCIL SHARPENER, manual	
1049	PENCIL, LEAD WITH ERASER	
1050	PUNCHER, paper, heavy duty	
1051	RECORD BOOK, 500 PAGES	
1052	SIGN PEN, BLACK	
1053	STAMP PAD INK, purple or violet	
1054	STAMP PAD, FELT	
1055	STAPLE WIRE, STANDARD	
1056	TAPE, MASKING, 48mm	
1057	TAPE, PACKAGING, 48mm	
1058	TAPE, TRANSPARENT, 24mm	
1059	TAPE, TRANSPARENT, 48mm	
1060	FASTENER, metal	
1061	MANILA PAPER Papersize : 36"x48" per set by 10s folded	
1062	CLIP BOARD, wood 20cmx30cm	
1063	WHITEBOARD, WALL MOUNT, 4 X 6 Dimension: 2 × 120 × 180 cm; Weight: 8000 g	
1064	Polaris Hot & Cold Heavy Duty Laminating Machine A3, Laminator Paper. laminating speed: 560mm/minpower:560WTemp Control: 100 °C to 200 °C Speed: 25.6"/MIN (650MM/MIN) Warm Up Time: 3 min; Maximum Laminating Thickness: 0.04"(1MM); Laminating Width: 12.5" (320MM)Unit Dimension:19.68"X9.27"X4.33"(500X210X110MM); Net Weight: 17.6LB(8KGS)	
1065	TYPEWRITER RIBBON - BLACK	
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).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- No additional requirement

Note:

1. Please refer to
[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/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

