



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



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF VARIOUS OFFICE SUPPLIES

PROJECT NO. QCU-23-OSD-1135

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 04, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CAD-23-OESC-0602	CITY ARCHITECT DEPARTMENT	INK CARTRIDGE AND OTHERS	P 1,004,051.60	GENERAL FUND	30 CD
2.	CAO-23-PS3-1436	CITY ADMINISTRATOR'S OFFICE	SUPPLY AND DELIVERY OF QUEZON CITY UNIFIED ID CARDS	P 42,000,000.00	GENERAL FUND	30 CD
3.	CGSD-23-ESLC-1446	CITY GENERAL SERVICES DEPARTMENT	SUPPLY AND INSTALLATION OF LED LIGHTS, CABLE TIE AND OTHERS	P 3,999,915.00	GENERAL FUND	30 CD
4.	CGSD-23-GRMS-0496	CITY GENERAL SERVICES DEPARTMENT	REPAIR OF FIRE PROTECTION ALARM SYSTEM AND FIRE DETECTION ALARM SYSTEM OF CIVIC CENTER BUILDINGS A & B, QUEZON CITY HALL COMPOUND	P 1,996,440.00	GENERAL FUND	60 CD
5.	CGSD-23-GRMS-1442	CITY GENERAL SERVICES DEPARTMENT	MODERNIZATION OF SERVICE ELEVATOR AT QCRRMO BUILDING INCLUDING DISMANTLING, INSTALLATION, TESTING AND COMMISSIONING	P 1,865,000.00	GENERAL FUND	30 CD
6.	CLIMATE-23-EM-1423	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	EXTENDED PRODUCER RESPONSIBILITY (EPR) SUMMIT	P 3,000,000.00	GENERAL FUND	1 MONTH
7.	CONSO-23-BMOP-1400	LIGA NG MGA BARANGAY	LINE 1: VARIOUS BOOKS (EXPERIENCING THE WORLD OF MAPEH 7 REVISED AND OTHERS)	P 14,936,800.00	GENERAL FUND	30 CD
			LINE 2: VARIOUS BOOKS (SIBIKA AT KULTURA AND OTHERS)	P 7,578,880.00	GENERAL FUND	30 CD
			LINE 3: VARIOUS BOOKS (JOY IN WRITING CAPITAL LETTERS AND OTHERS)	P 1,997,066.00	GENERAL FUND	60 CD
8.	CONSO-23-GARMENTS-1426	TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT	LINE 1: T-SHIRT WITH PRINT	P 1,370,000.00	GENERAL FUND	30 CD
			LINE 2: TRAFFIC UNIFORM AND OTHERS	P 4,464,468.81		
9.	CONSO-23-MSLI-1395	QUEZON CITY HEALTH DEPARTMENT	VARIOUS MEDICAL AND LABORATORY SUPPLIES	P 41,980,311.07	GENERAL FUND	45 CD
10.	CTO-23-OESC-0661B	CITY TREASURER'S OFFICE	RIBBON CARTRIDGE AND OTHERS	P 1,734,639.00	GENERAL FUND	30 CD
11.	DPOS-23-HCS-1346	DEPARTMENT OF PUBLIC ORDER AND SAFETY	PRE-FABRICATED CONCRETE PLANT BOX WITH PLANTS	P 18,525,408.72	TRUST FUND	60 CD
12.	DSQC-23-GARMENTS-1383	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	T-SHIRT AND OTHERS	P 2,295,895.00	GENERAL FUND	30 CD
13.	DSQC-23-MF-1387	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	LARGE GARBAGE RECEPTACLE AND TENT	P 7,515,943.50	GENERAL FUND	30 CD
14.	ENGINEERING-23-CE2-0844C	DEPARTMENT OF ENGINEERING	INSULATION MULTI-METER AND OTHERS	P 1,643,393.34	GENERAL FUND	30 CD
15.	ENGINEERING-23-CMS2-1438	DEPARTMENT OF ENGINEERING	SUPPLY AND DELIVERY OF BITUMINOUS TACK COAT AND BITUMINOUS CONCRETE SURFACE COURSE (FD)	P 39,895,000.00	GENERAL FUND	2 MONTHS
16.	ENGINEERING-23-VPA-0835	DEPARTMENT OF ENGINEERING	VARIOUS VEHICLE PARTS AND ACCESSORIES	P 2,068,693.00	GENERAL FUND	2 MONTHS
17.	HEALTH-23-JS2-1221	QUEZON CITY HEALTH DEPARTMENT	ALCOHOL AND OTHERS	P 13,611,936.69	GENERAL FUND	30 CD
18.	HEALTH-23-OESC-0697B	QUEZON CITY HEALTH DEPARTMENT	TONER AND INK CARTRIDGE	P 1,654,739.00	GENERAL FUND	30 CD
19.	LIGA-23-BMOP-1086B	LIGA NG MGA BARANGAY	VARIOUS BOOKS	P 7,420,528.40	GENERAL FUND	60 CD
20.	OCM(POPS)-23-SERVICES-1250	OFFICE OF THE CITY MAYOR - POPS PLAN	PREVENTIVE AND CORRECTIVE MAINTENANCE OF PROJECT AURORA PHASE 1 AND CCTV PROJECT OF BARANGAY MANRESA AND BARANGAY SAN ANTONIO	P 20,000,000.00	GENERAL FUND	2 MONTHS
21.	OCM(POPS)-23-SOP-0393	OFFICE OF THE CITY MAYOR - POPS PLAN	HANDCUFF AND WAIST CHAIN	P 3,000,000.00	GENERAL FUND	30 CD
22.	OCM(POPS)-23-VEHICLES-0867B	OFFICE OF THE CITY MAYOR - POPS PLAN	AMBULANCE	P 2,000,000.00	GENERAL FUND	90 CD
23.	OCM(POPS)-23-VEHICLES-1175B	OFFICE OF THE CITY MAYOR - POPS PLAN	MOTORCYCLE	P 3,199,999.92	GENERAL FUND	30 CD
24.	OCM(POPS)-23-VEHICLES-1286	OFFICE OF THE CITY MAYOR - POPS PLAN	PASSENGER VAN	P 1,800,000.00	GENERAL FUND	30 CD
25.	OCM-23-CSI-1441	OFFICE OF THE CITY MAYOR	FOOD AND DRINKS	P 26,000,000.00	GENERAL FUND	2 MONTHS

26.	OCM-23-EMS-1425	OFFICE OF THE CITY MAYOR	EDUCATIONAL MATERIALS AND SUPPLIES	P 60,302,107.25	GENERAL FUND	30 CD
27.	OCM-23-FIXTURES-1296	OFFICE OF THE CITY MAYOR	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR DISTRICT 6 ACTION OFFICE BUILDING AT SB PARK	P 14,084,642.00	GENERAL FUND	2 MONTHS
28.	OCM-23-GM-1440	OFFICE OF THE CITY MAYOR	MATERNAL AND CHILD KIT	P 2,449,000.00	GENERAL FUND	30 CD
29.	OCM-23-OESC-1384	OFFICE OF THE CITY MAYOR	TONER AND OTHERS	P 11,772,500.00	GENERAL FUND	30 CD
30.	OCM-23-DM-1455	OFFICE OF THE CITY MAYOR	DRUGS AND MEDICINE FOR SENIOR CITIZENS	P 49,999,996.10	GENERAL FUND	2 MONTHS
31.	OCM-23-PHB-1370	OFFICE OF THE CITY MAYOR	ECO BAG	P 22,000,500.00	GENERAL FUND	30 CD
32.	OCM-23-SERVICES-1444	OFFICE OF THE CITY MAYOR	LINE 1: RENTAL OF LED PANEL SCREEN AND OTHERS	P 20,725,000.00	GENERAL FUND	2 MONTHS
			LINE 2: RENTAL OF LED PANEL SCREEN AND OTHERS	P 38,975,000.00		
33.	OVM-23-AAS2-1327	OFFICE OF THE VICE MAYOR	SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS	P 12,650,558.00	GENERAL FUND	60 CD
34.	OVM-23-EM-1198	OFFICE OF THE VICE MAYOR	PHYSICAL ARRANGEMENT, VIDEO COVERAGE AND OTHERS	P 1,452,000.00	GENERAL FUND	2 MONTHS
35.	PESO-23-IT-0747B	PUBLIC EMPLOYMENT SERVICE OFFICE	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF ELECTRONIC DATA GATHERING SYSTEM FOR LABOR MARKET INFORMATION SURVEY AND PROFILING OF CHILD LABORERS	P 2,000,000.00	GENERAL FUND	60 CD
36.	QCCCD-23-MDE-0642	QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES	HEARING AID AND OTHERS	P 3,085,000.00	GENERAL FUND	30 CD
37.	QCDRRMO-23-CS1-1329	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FOOD AND DRINKS AND OTHERS	P 3,988,221.28	GENERAL FUND	2 MONTHS
38.	QCDRRMO-23-EHSE-1261	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF FLOOD MONITORING SENSORS AND STREET LEVEL FLOOD ANALYSIS SYSTEM	P 17,575,313.00	GENERAL FUND	30 CD
39.	QCDRRMO-23-EM-1268	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FUTURE @ WORK TWO DAY CONFERENCE - BUILDING A SAFE, INCLUSIVE, RESILIENT AND SUSTAINABLE WORKPLACE IN QUEZON CITY	P 30,974,220.00	GENERAL FUND	2 MONTHS
40.	QCDRRMO-23-SOP-1359	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	DISASTER KIT	P 6,790,440.00	GENERAL FUND	30 CD
41.	QCGH-23-JS2-1144	QUEZON CITY GENERAL HOSPITAL	VARIOUS SUPPLIES (DISINFECTANT SPRAY AND OTHERS)	P 2,187,493.21	GENERAL FUND	60 CD
42.	QCGH-23-MSLI-1330	QUEZON CITY GENERAL HOSPITAL	VARIOUS MEDICAL SUPPLIES	P54,304,203.37	GENERAL FUND	60 CD
43.	QCSBCDPO-23-GM-0263	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	LIVELIHOOD STARTER SET FOR ANTI-BAC MULTIPURPOSE DETERGENT POWDER MAKING	P 9,979,750.00	GENERAL FUND	30 CD
44.	QCU-23-AMS-1299	QUEZON CITY UNIVERSITY	REPAIR OF QCU AIRCONDITIONING UNITS	P 1,851,200.00	GENERAL FUND	30 CD
45.	QCU-23-BMOP-0501	QUEZON CITY UNIVERSITY	VARIOUS BOOKS	P 14,167,617.00	GENERAL FUND	60 CD
46.	QCU-23-ELTE-1295	QUEZON CITY UNIVERSITY	INDUSTRIAL ELECTRONICS TRAINER (BASIC COMMUNICATION SYSTEM) AND OTHER	P 14,095,125.00	GENERAL FUND	120 CD
47.	QCU-23-IS-1360	QUEZON CITY UNIVERSITY	SUPPLY AND DELIVERY OF MOBILE INTERNET CONNECTIVITY AND INCLUSION OF NECESSARY DEVICE FREE OF CHARGE FOR THE FACULTY AND STUDENTS OF THE QUEZON CITY UNIVERSITY FOR THE YEAR 2023	P 10,193,400.00	GENERAL FUND	2 MONTHS
48.	QCU-23-OESC-1103	QUEZON CITY UNIVERSITY	VARIOUS CONSUMABLES	P 1,519,839.20	GENERAL FUND	30 CD
49.	QCU-23-OSD-1135	QUEZON CITY UNIVERSITY	VARIOUS OFFICE SUPPLIES	P 1,449,576.41	GENERAL FUND	30 CD
50.	SDO-23-AAS2-0966B	SCHOOLS DIVISION OFFICE	SUPPLY AND INSTALLATION OF SPLIT TYPE AIRCON	P 2,969,990.00	SPECIAL EDUCATION FUND	30 CD
51.	SDO-23-BMOP-0813C	SCHOOLS DIVISION OFFICE	SUPPLY AND DELIVERY OF FILIPINO READING RESOURCES FOR PUBLIC ELEMENTARY SCHOOLS IN QUEZON CITY	P 2,804,010.00	SPECIAL EDUCATION FUND	30 CD
52.	SDO-23-FFRSE-0967	SCHOOLS DIVISION OFFICE	FIRE EXTINGUISHER	P 10,248,000.00	SPECIAL EDUCATION FUND	30 CD
53.	SDO-23-IS-1342	SCHOOLS DIVISION OFFICE	LINE 1: SUPPLY AND INSTALLATION OF INTERNET CONNECTIVITY FOR PUBLIC SCHOOLS IN DISTRICTS 1, 3 AND 4 OF QUEZON CITY	P 10,212,000.00	SPECIAL EDUCATION FUND	2 MONTHS
			LINE 2: SUPPLY AND INSTALLATION OF INTERNET CONNECTIVITY FOR PUBLIC SCHOOLS IN DISTRICTS 2, 5 AND 6 OF QUEZON CITY	P 13,800,000.00		
54.	SDO-23-SERVICES-1363	SCHOOLS DIVISION OFFICE	QC READING AND NUMERACY TUTORING PROGRAM	P 6,996,000.00	TRUST FUND	2 MONTHS
55.	SSDD-23-FOODSTUFF-1322	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	SWEET POTATO AND OTHERS	P 6,211,500.00	GENERAL FUND	30 CD
56.	SSDD-23-GM-0885	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	BLANKET AND OTHERS	P 2,310,736.05	GENERAL FUND	30 CD
57.	SSDD-23-GM-0899	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	VARIOUS TRAINING SUPPLIES	P 1,790,288.58	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 **Tuesday, September 05, 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 10:30 A.M. of **Tuesday, September 12, 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=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>

 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 Tuesday, September 26, 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 Tuesday, September 26, 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:


MS. MA. MARGARITA T. SANTOS, DPA
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Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES** with identification number **QCU-23-OSD-1135**.

[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 **Two Hundred Eighty Seven (287) Items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **ONE MILLION FOUR HUNDRED FORTY NINE THOUSAND FIVE HUNDRED SEVENTY SIX PESOS AND 41/100 ONLY (Php1,449,576.41)**.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

6. Origin of Goods

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

7. Subcontracts

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

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <i>A single contract similar to the item/s to be bid and must be at least twenty five percent (25%) of the ABC.</i> 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 Php28,991.53 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 Php72,478.82 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. 												
19.3	<table> <tr> <th colspan="2">BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)</th></tr> <tr> <td>FOR ITEM NOS. 1-63</td><td>P 397,156.98</td></tr> <tr> <td>FOR ITEM NOS. 64-146</td><td>P 602,020.90</td></tr> <tr> <td>FOR ITEM NOS. 147-238</td><td>P 330,078.06</td></tr> <tr> <td>FOR ITEM NOS. 239-287</td><td>P 120,320.47</td></tr> <tr> <td>TOTAL ABC:</td><td>P 1,449,576.41</td></tr> </table>	BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)		FOR ITEM NOS. 1-63	P 397,156.98	FOR ITEM NOS. 64-146	P 602,020.90	FOR ITEM NOS. 147-238	P 330,078.06	FOR ITEM NOS. 239-287	P 120,320.47	TOTAL ABC:	P 1,449,576.41
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TOTAL ABC:	P 1,449,576.41												
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 requirement 												
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 requirement 												

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</p> <p>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	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

Section VI. Schedule of Requirements

PROJECT NAME: PROCUREMENT OF VARIOUS OFFICE SUPPLIES
PROJECT NO. QCU-23-OSD-1135

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
	<i>With minimum technical specifications:</i>			
	ADMINISTRATIVE SUPPORT SERVICES PROGRAM			
1	Arch File Folder Lever arch, legal size, 2 holes/ring, 2 inches, chipboard, lockable front cover, with label insert	bundle	400	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
2	Arch File Folder 2 ring, 2 inches thickness, 7cm mechanism, legal	piece	50	
3	Arch File Folder Vertical, three rings with transparent pocket, 3 inches	piece	20	
4	Arch File Folder Horizontal, three rings with transparent pocket, 3 inches	piece	20	
5	Arch File Folder crystal tech pen, water gel, 0.7mm, black, 25 pieces/box	box	21	
6	Ballpen matrix retractable, 0.5mm, 50 pieces per pack; color black, blue and red	pack	4	
7	Ballpen finepoint, black, smooth, good quality	piece	205	
8	Ballpen finepoint, blue, smooth, good quality	piece	150	
9	Cashbox stainless steel, dimension 20cm x 16cm x 9cm, secret security safe box lock metal, with a stainless steel carry handle, removable tray, has 6 coin sections	piece	5	
10	Chalk white, enamel, less dust, non-toxic, 140 pcs/box	box	30	
11	Clearbook legal, refillable, 20 sheets	piece	36	
12	Clip backfold, 19mm (3/4 inch), 12's/box	box	73	
13	Clip backfold, 25mm (1 inch), 12's/box	box	83	
14	Clip backfold, 32mm (1-1/4 inches), 12's/box	box	93	
15	Clip backfold, 50mm (2 inches), 12's/box	box	83	
16	Corkboard thick resilient cork with plywood backing, frameless, 2ft. x 3ft.	piece	1	

17	Correction Tape disposable, gear type, film based, 8m, white	piece	106	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
18	Data File Box horizontal, legal, double, closed ends, made of chipboard	piece	290	
19	Data Folder made with chipboard, taglia lock, with label insert, side clip, vertical	piece	184	
20	Envelope expanding, plastic, legal, with elastic straps	piece	25	
21	Eraser felt, for blackboard/whiteboard, ¾ inch	piece	81	
22	Eraser for pencil, plastic/rubber, rectangular	piece	65	
23	Fastener non sharp edge metal, 7cm, 50's/box	box	116	
24	File Tab Divider A4, bristol, assorted colors, 5's/set	set	60	
25	File Tab Divider legal, bristol, assorted colors, 5's/set	set	90	
26	Glue multipurpose, 200 grams, with applicator	jar	38	
27	Laminating Film long, 250 mic, 100's/box	box	2	
28	Magazine File Box large, back end open, chipboard	piece	60	
29	Marker permanent, broad type, black	piece	30	
30	Marker permanent, bullet type, black	piece	126	
31	Marker permanent, bullet type, red	piece	56	
32	Marker whiteboard, black	piece	145	
33	Marker whiteboard, blue	piece	145	
34	Marker whiteboard, red	piece	60	
35	Notepad stick on, 2 inches x 3 inches, 70gsm, 100sheets/pad	piece	100	
36	Notepad stick on, 3 inches x 4 inches, 70gsm, 100sheets/pad	piece	100	
37	Notepad stick on, 3 inches x 3 inches, 70gsm, 100sheets/pad	piece	120	
38	Paper multicopy, 80gsm, legal(8 1/2 x 13 inches)	ream	500	
39	Paper multicopy, 80gsm, A4	ream	340	
40	Paper Clip vinyl/plastic coated, 33mm, 100's/box	box	120	

41	Paper Clip vinyl/plastic coated, 50mm, 100's/box	box	140	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
42	Parchment Paper 90gsm, letter, cream, 10's/pack	pack	21	
43	Photo Paper 4R size, 260gsm water proof, for all types of inkjet, 20 sheets/pack	pack	30	
44	Plastic Cover #16 thick, 90cm x 120cm	yard	5	
45	Printing Calculator Paper tape journal 57mm, 4 rolls per pack	pack	3	
46	Puncher - 3 Hole 10 sheets capacity	piece	1	
47	PVC Binding Acetate Cover clear, A4 size, 200mic, 100/pack	pack	3	
48	Record Book 300 pages, white bond, non-blot, 55gsm, laminated chipboard cover	book	53	
49	Record Book 500 pages, white bond, non-blot, 55 gsm, laminated chipboard cover	book	32	
50	Ring binder plastic, 32mm, 84 rings, 1.2m, 10's/bundle	bundle	60	
51	Signpen green, liquid/gel ink, 0.5mm needle tip	piece	50	
52	Signpen black, liquid/gel ink, 0.5mm needle tip	piece	260	
53	Signpen blue, liquid/gel ink, 0.5mm needle tip	piece	250	
54	Signpen red, liquid/gel ink, 0.5mm needle tip	piece	100	
55	Specialty paper board paper, 220gsm, 10 pieces per pack	pack	50	
56	Stamp Pad felt, bed dimension: 60mm x 100mm	piece	15	
57	Stapler desktop, binder type, heavy duty, 200 sheets (23/6, 23/8, 23/10)	piece	15	
58	Sticker Paper matte, A4, 80gsm, white, 10's/pack	pack	62	
59	Tape masking, 24mm	roll	117	
60	Tape masking, 48mm	roll	112	
61	Tape packaging, 48mm	roll	110	
62	Tape transparent, 24mm	roll	196	
63	Tape transparent, 48mm	roll	130	
	ACADEMIC PROGRAM			
64	Arch File Folder 2-ring, side clip, 3 inches, any color	piece	50	

65	Arch File Folder lever arch, A4 size, 2 holes/ring, 2 inches	bundle	12	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
66	Arch File Folder lever arch, legal size, 2 holes/ring, 2 inches, chipboard, lockable front cover, with label insert	bundle	12	
67	Arch File Folder lever archfile, long, 2.5 Inches, with side insert label, 8cm ring distance	piece	60	
68	Arch File Folder lever archfile, short, 2.5 Inches, with side insert label, 8cm ring distance	piece	60	
69	Ballpen finepoint, black, smooth, good quality	piece	534	
70	Ballpen finepoint, blue, smooth, good quality	piece	18	
71	Ballpen finepoint, red, smooth, good quality	piece	6	
72	Binder clips 2 inches (Clamp)	box	50	
73	Binder clips 1 inch (Clamp)	box	50	
74	Calculator LCD display, 12-digits, 2-way power source	unit	6	
75	Specialty Paper for Certificates Letter, Board, 250 gsm	piece	300	
76	Chalk white, enamel, less dust, non-toxic, 140 pieces/box	box	200	
77	Clearbook legal, refillable, 20 sheets	piece	60	
78	Clip backfold, 19mm (3/4 inch), 12's/box	box	89	
79	Clip backfold, 25mm (1 inch), 12's/box	box	89	
80	Clip backfold, 32mm (1-1/4 inches), 12's/box	box	89	
81	Clip backfold, 50mm (2 inches), 12's/box	box	89	
82	Clipboard long with cover and clip, paper covered board, vertical	piece	60	
83	Compass Deluxe 43mm, China	piece	25	
84	Corkboard thick resilient cork with plywood backing, frameless, 2ft. x 3ft.	piece	5	
85	Correction Tape disposable, gear type, film based, 8m, white	piece	127	
86	Cutting Mat green, 11-3/4 inches x 16-1/2 inches, 600g	piece	5	
87	Data File Box horizontal, legal, single, closed ends, made of chipboard	piece	155	

88	Data File Box double, legal, hardbound, horizontal, closed ends	piece	50	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
89	Data folder made with chipboard, taglia lock, with label insert, side clip, vertical	piece	68	
90	Dater Received Stamp shiny, S-69, 4mm, gray	piece	15	
91	Document Tray legal, 3 layer metal, black, heavy duty	piece	10	
92	Eraser felt, for blackboard/whiteboard, ¾ inch	piece	210	
93	Eraser for pencil, plastic/rubber, rectangular	piece	50	
94	Fastener non sharp edge metal, 7cm, 50's/box	box	72	
95	File Tab Divider A4, bristol, assorted colors, 5's/set	set	40	
96	File Tab Divider legal, bristol, assorted colors, 5's/set	set	40	
97	Glue multipurpose, 200 grams, with applicator	jar	49	
98	Gun Tacker Staple 5/16 inch (8mm) staples, 5,000 staples/box	box	6	
99	Illustration board 30 inches x 40 inches, 3 ply	piece	6	
100	Jacket Folder long , plastic, waterproof	piece	200	
101	Magazine File Box large, back end open, chipboard	piece	15	
102	Magnetic Whiteboard 2ft. x 3ft. with aluminum frame and eraser tray	piece	6	
103	Marker permanent, felt tip, bullet type, black	piece	217	
104	Marker permanent, felt tip, bullet type, red	piece	217	
105	Marker whiteboard, felt tip, bullet type, black	piece	617	
106	Marker whiteboard, felt tip, bullet type, blue	piece	617	
107	Marker whiteboard, felt tip, bullet type, red	piece	617	
108	Notebook stenographer, spiral, 40 leaves, ruled	piece	18	
109	Notepad stick on, 2 inches x 3 inches, 70gsm, 100sheets/pad	piece	85	
110	Notepad stick on, 3 inches x 4 inches, 70gsm, 100sheets/pad	piece	109	
111	Notepad stick on, 3 inches x 5 inches, 70gsm, 100sheets/pad	pack	20	

112	Page Marker stick on, ½ inch x 2 inches, 5 colors, 500/pack	pack	20	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
113	Paper multicopy, 80gsm, A4	ream	426	
114	Paper multicopy, 80gsm, legal(8 1/2 x 13 inches)	ream	472	
115	Paper Clip vinyl/plastic coated, 33mm, 100's/box	box	46	
116	Paper Clip vinyl/plastic coated, 50mm, 100's/box	box	76	
117	Parchment Paper multipurpose, 90gsm, Size: 8 (W) x 11 (L) inches, white/natural, 10 sheets/pack	pack	52	
118	Pencil lead with eraser, HB or No. 2, 1 doz/box	box	28	
119	Photo Paper 4R size, 260gsm water proof, for all types of inkjet, 20 sheets/pack	pack	24	
120	Photo Paper A4 size, glossy, 180gsm, 20 sheets/pack	pack	10	
121	Puncher paper, heavy duty, 7cm, with two hole guide	piece	8	
122	Push Pin 100's/box, assorted colors	box	100	
123	PVC Binding Cover clear, A4, 200mic, 100's	pack	2	
124	PVC Binding Cover clear, legal, 200mic, 100's	pack	2	
125	Record Book 300 pages, white bond, non-blot, 55 gsm, laminated chipboard cover	book	29	
126	Ring binder plastic, 32mm, 84 rings, 1.2m, 10's/bundle	bundle	7	
127	Ring binder plastic comb, 51mm (2 inches), long, 28's/pack	pack	12	
128	Ruler 12 inches, stainless steel	piece	20	
129	Scientific Calculator For Engineering, 9.7 inches, black, 16 digit LCD, authentic	piece	25	
130	Signpen black, liquid/gel ink, 0.5mm needle tip	piece	538	
131	Signpen blue, liquid/gel ink, 0.5mm needle tip	piece	552	
132	Signpen red, liquid/gel ink, 0.5mm needle tip	piece	302	
133	Specialty Paper for certificates	pack	12	
134	Specialty Paper vellum board, legal, cream, 220gsm, 10's/pack (for certificate)	pack	20	

135	Specialty Paper vellum board, letter, cream, 220gsm, 10's/pack (for certificate)	pack	60	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
136	Staple Gun heavy duty, uses 3 sizes of staples for T30 (6mm/8mm/10mm)	piece	2	
137	Stapler Desktop, binder type, heavy duty, 200 sheets (23/6, 23/8, 23/10)	piece	8	
138	Sticker Paper matte, A4, 80gsm, white, 10's/pack	pack	42	
139	Tape strong adhesive, double-sided, for multiple bonding, easy to peel, 18mm x 10y x 80UM	roll	25	
140	Tape masking, 24mm	roll	190	
141	Tape masking, 48mm	roll	160	
142	Tape packaging, 48mm	roll	150	
143	Tape transparent, 24mm	roll	141	
144	Tape transparent, 48mm	roll	54	
145	PVC Binding Cover PVC binding cover (acetate cover) in A4 - (10 sheets/pack)	pack	30	
146	PVC Comb Binder Ring PVC Comb binder ring 32 mm (uncut), 84 rings, bundle of 10	piece	10	
	STUDENT SUPPORT SERVICES PROGRAM			
147	3x5 Index Card White, 50's, plain	pack	100	
148	Acetate clear acetate film, pvc binding cover, A4, 200microns	pack	10	
149	Affirmation Cards 47 cards per box, for Wellness Corner; 7.3cm x 7.6cm x 2.5cm, printed in black and white, recycled paper	box	2	
150	Binder Clip size 1 inch	box	10	
151	Binder Clip size 2 inches	box	10	
152	Binder Folder Ring Binder 3 hole 2 inches, blue, A4	piece	30	
153	Binder Folder 3-Hole Ring Binder, PVC welded file, Ring Size: 1 inch, Size: Legal, Color: Blue	piece	30	
154	Binding Cover Acetate PVC Clear - A4 size Commodity Application: Used as covers for binded modules thesis reports or presentation. Features: Transparent, Perfect for Binding books modules thesis reports and presentation, 200-250 microns, 100 pieces/pack, Clear	pack	10	
155	Binding Cover Acetate PVC Clear - Legal size	pack	10	

	Commodity Application: Used as covers for binded modules thesis reports or presentation. Features: Transparent, Perfect for Binding books modules thesis reports and presentation, 200-250 microns, 100pcs/pack, Clear			Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
156	Clear Book 60 Pockets to 120 Pages each Clear Book Non-Refillable Presentation Display Book Size: Long	piece	40	
157	Clear Plastic Plastic Clear Cover Gauge #5 & #6 (Length: 50 Meters) - (Width: 1.2 Meters or 48 Inches)	roll	12	
158	Clear Vinyl Plastic Cover .08mm, 1.20 meters, 50 meters per roll	roll	2	
159	Clearbook 20 transparent pockets, A4	piece	12	
160	Clearbook 20 transparent pockets, legal	piece	12	
161	Clip Clip, backfold, 19mm, 12's/box	box	16	
162	Clip Clip, backfold, 25mm, 12's/box	box	16	
163	Clip Clip, backfold, 32mm, 12's/box	box	16	
164	Clip Clip, backfold, 50mm, 12's/box	box	16	
165	Cork Board 24 x 36, with aluminum frame, white	piece	1	
166	Correction Tape 8mm	pack	55	
167	Cutting Mat Durable cutting mat ideal for office cutting works, as well as protecting table top surfaces. Color: Green, Size: A3	piece	2	
168	Data file box vertical, closed ends, chipboard	piece	10	
169	Data folder legal, made with chipboard, taglia lock, with label insert, side clip, vertical	piece	12	
170	Document Tray 3-layer, flexible stacker, aluminum	piece	12	
171	Envelope Expanding with rubber strap legal size, polypropylene Plastic	piece	150	
172	Eraser rubber Dust Free Eraser mini, Extra clean Erasing for blackleads (3 pieces per pack)	pack	6	
173	Watercolor Paper 9 inches x 12 inches, 200 Grams per square meter, 10 Sheets	set	20	
174	Fastener for paper, metal, 50 sets per box	box	22	
175	File Box Data Legal size, color red file holder/divider	box	10	

176	File Box Magazine with Lid Storage Box with Lid Kraft 16 inches X 11 inches X 11 inches (L x W x H)	piece	25	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
177	File Folder Legal size File Folder 15PTS Glossy white 5S Legal (5 pieces/pack)	pack	50	
178	File Tab Divider A4, five (5) colors per set	set	30	
179	File Tab Divider Legal Size, five(5) colors per set	set	30	
180	Folder Arch File-2 inches Long (Side Clip), any color	piece	50	
181	Folder Arch File-3 inches Long (Side Clip), any color	piece	50	
182	Glue Multi-purpose glue, bonds strongly and dries clear. Color white, 200 grams	jar	17	
183	Glue Padding Padding glue, 250grams/bottle, for binding	bottle	5	
184	Glue Stick Extra Strength Safe, acid free and non-toxic, Clear and colorless when dry, Applies smoothly without clamps, Handy twist-up applicator 25 g	stick	36	
185	Index Tab 5 set/box, assorted colors	box	50	
186	Marker multi-color, permanent, Broad/Chisel Tip	piece	24	
187	Marker permanent, felt tip, bullet type, black	piece	73	
188	Marker permanent, felt tip, bullet type, red	piece	24	
189	Notepad stick on, 50mm x 76mm (2 inches x 3 inches), 100 sheets/pad	piece	24	
190	Notepad stick on, 3 inches x 3 inches, 100 sheets per pad	piece	24	
191	Notepad stick on, 76mm x 100mm (3 inches x 4 inches), 100 sheets per pad	piece	24	
192	Office Documents Expandable File Folder Legal 15.16 inches x 10.3 inches Size 24 pocket Accordion Expanding File folder Organizer with Flaps (Cover) with elastic strap	piece	10	
193	Paper A3 size, 80gsm 500 sheets/ream	ream	1	
194	Paper Oslo, 250 pieces, 100 grams per square meter, White	ream	20	
195	Paper multicopy, 80gsm, A4, 210mm x 297mm	ream	100	
196	Paper multicopy, 80gsm, legal, 216mm x 330mm	ream	155	
197	Paper Clip gem type, 100 pieces per box 48mm	box	13	

198	Paper Clip vinyl/plastic coated, 33mm	box	10	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
199	Paper Clip vinyl/plastic coated, 50mm	box	10	
200	Parchment Paper Parchment for certificate, A4, 90gsm, natural, 10's per pack	pack	3	
201	Pencil lead, with eraser, one (1) dozen per box	box	13	
202	Photo paper - A4 size 180gsm, special coating for quick ink absorption and supports high resolution of up to 4800 dpi. Super whiteness for vivid color and definition. Superb photographic image quality output. Widely used for various brands of colored inkjet printer. 10pcs/pack	pack	20	
203	Prisma Color Pencils 48 colors, High quality pigment	set	1	
204	Push Pin flat head type, assorted colors, 100 pieces per case	box	3	
205	Record Book 500 pages; size: 214mm x 278mm	piece	32	
206	Ring binder 32mm	bundle	5	
207	Ring Binder Comb Plastic 8mm (long)	pack	5	
208	Ring Binder Comb Plastic 10mm (long)	pack	5	
209	Ring Binder Comb Plastic 12mm (long)	pack	5	
210	Ring Binder Comb Plastic 25mm (long)	pack	5	
211	Ring Binder Comb Plastic 32mm (long)	pack	5	
212	Ring Binder Comb Plastic 51mm (long)	pack	5	
213	Ruler Metal-12 inches	piece	12	
214	Sharpener with rotating lever Manual Hand crank operation with metal clamp	piece	11	
215	Signpen black, liquid/gel ink, 0.5mm needle tip	piece	135	
216	Signpen blue, liquid/gel ink, 0.5mm needle tip	piece	36	
217	Signpen red, liquid/gel ink, 0.5mm needle tip	piece	24	
218	SMART CARD Contactless Smart Cards; CR80 x 8mm; 200 cards/box	box	5	
219	Special paper Special paper for certificates, Ivory, 170gsm 10 sheets/pack, Letter size	pack	60	

220	Stamp Pad felt, bed dimension:60mmx100mm	piece	23	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
221	Stapler Long Reach Long-Arm / #35	piece	5	
222	Sticker colored paper Multicolor, 8.27 inches x 11.69 inches	pack	50	
223	Sticker paper Hi-Gloss White 10's, A4	pack	20	
224	Sticker paper InkJet 10's, A4 size, color white, 10 sheets per pack, matte	pack	70	
225	Tape masking, 24mm	roll	29	
226	Tape masking, 48mm	roll	43	
227	Tape packaging, 48mm	roll	23	
228	Tape transparent, 24mm, 50 meters length	roll	107	
229	Tape transparent, 48mm, 50 meters length	roll	81	
230	Tape 18mm, 300 meters length, Clear/celo tape	roll	5	
231	Tape Dispenser handheld, metal	piece	2	
232	Tape Double Sided All weather, heavy duty, 24mm x 2.0m	roll	12	
233	Thermal paper Paper width: 57mm; Paper diameter: 50mm	roll	100	
234	Thermal sticker 25.4mm - 118.1mm	roll	105	
235	Universal Stylus Pen for IOS and Android,15cm	piece	10	
236	Vellum Board Paper A3 size, White, 200 grams per square meter 10 Sheets	set	10	
237	White Board Marker Black broad tip	piece	24	
238	Whiteboard 36 inches x 18 inches, magnetic	piece	1	
	RESEARCH, EXTENSION PLANNING AND LINKAGES PROGRAM			
239	Acetate Binder Cover A4-size, acetate binder cover 10pcs per pack	pack	25	
240	Clip Double Clip, backfold, 19mm, 12s/box	box	10	
241	Clip Double Clip, backfold, 25mm, 12s/box	box	10	
242	Clip Double Clip, backfold, 32mm, 12s/box	box	15	

243	Clip Double Clip, backfold, 51mm, 12's/box	box	30	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
244	Correction Tape Disposable, gear type, film based, 8m, white	piece	5	
245	Cutting Mat Size A2, rubber	piece	2	
246	Data file box vertical, closed ends, chipboard	piece	30	
247	Data folder legal, made with chipboard, taglia lock, with label insert, side clip, vertical	pack	20	
248	Envelope documentary, A4	box	6	
249	Fastener metal 70mm	box	5	
250	Laminating Film 9 inches by 50 meters	roll	1	
251	Marker permanent, bullet type, black	piece	20	
252	Marker permanent, bullet type, red	piece	10	
253	Marker whiteboard, black	piece	20	
254	Marker Whiteboard, felt, bullet type, blue	piece	20	
255	Marker Whiteboard, felt, bullet type, red	piece	10	
256	Paper Copier Paper - A3 (11.7 x 16.5 inches) Subs 24, GSM 80, 500sheets Copier Paper - A3 (11.7 x 16.5 inches) Subs 20, gsm 70, 500sheets Bond Paper Substance: 20 GSM: 70 Size: A3 (11.7 x 16.5 inches) Quantity per ream: 500 sheets Color: White Suitable for laser and inkjet printers, copiers, fax machines	ream	15	
257	Paper multi copy,80gsm, size: 210mm x 297mm (A4)	ream	50	
258	Paper multicopy, 80gsm., size: 8.5 x 13 inches, legal	ream	50	
259	Parchment Paper A4, 90gsm, natural, 10's per pack	pack	20	
260	Paper Clip Clip No. 33 - 50grams per box-Vinyl Coated Colored Plastic Coated Authentic - Set of 1 Box	box	20	
261	Paper Clip Clip No. 50 - 120 grams per box -Vinyl Coated Colored Plastic Coated Authentic - Set of 1 Box	box	10	

262	Photo paper A3 Size 230gsm Glossy • Smooth Coated finish and High Gloss Surface. Bright White. • High resolution up to 5760 dpi. • Instant Dry, Water Resistant. • Good ink control and absorption. • Suitable for dye and pigment inkjet printers. • Suitable for Thermal and Piezo Technology. • Type: Gloss • Size: A3 (420mm x 297mm) • Weight: 230gsm	pack	25	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
263	Photo Paper (180gsm) A4, Glossy, 20 sheets	pack	50	
264	Photo Paper (220gsm) A4, Glossy, 20 sheets	pack	50	
265	Photo Paper (80gsm) A4, Double-sided Glossy, 50 sheets	pack	75	
266	Puncher Heavy duty 3 in 1 ID puncher Warrior, Precise paper puncher, Center guide adjustable, Round Corner, Circle Hole, Slot hole	piece	2	
267	Record Book 300 pages	piece	3	
268	Record Book 500 pages, 214mm x 278mm	piece	2	
269	Ring Bind PVC Binding Element 10mm 10's	pack	10	
270	Ring Bind PVC Binding Element 19mm 10's	pack	10	
271	Ring Bind PVC Binding Element 36mm - 38mm 20's	pack	10	
272	Ring binder Lever Arch Size Ring Binder (A4-size), 2 holes/ring	bundle	50	
273	Ring binder Lever Arch Size Ring Binder (Long-size), 2 holes/ring	bundle	25	
274	Signpen Black, liquid/gel ink, 0.5mm needle tip	piece	60	
275	Signpen Blue, liquid/gel ink, 0.5mm needle tip	piece	60	
276	Specialty Paper Vellum Board, Letter size, 220gsm, 10 sheets per pack	pack	50	
277	Sticker Paper A4, Glossy, 20 sheets	pack	25	
278	Sticky Notes 3 inches x 5 inches, 100 sheets/pad	pack	30	
279	Sticky Notes Sticky Note Pad 3 inches x 3 inches, Size: 5 pads 76mm x 76mm Quantity: 100 sheets per pad	pack	50	
280	Sublimation Paper	roll	10	

	8.2 inches, 100gsm, 100 meters/roll Sublimation paper used on lanyard printing			Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
281	Sublimation Paper A4, 100 Sheets	pack	20	
282	Tape masking, 24mm	roll	12	
283	Tape masking, width: 48mm (±1mm)	roll	12	
284	Tape packaging, 48mm	roll	8	
285	Tape transparent, width: 24mm	roll	20	
286	Tape transparent, width: 48mm (±1mm)	roll	10	
287	White Board magnetic board 11 inches x 8.5 inches Plastic Frame with 1 piece whiteboard marker and eraser	piece	3	

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

PROJECT NAME: **PROCUREMENT OF VARIOUS OFFICE SUPPLIES**
PROJECT NO. **QCU-23-OSD-1135**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.	<i>With minimum technical specifications:</i>	
	ADMINISTRATIVE SUPPORT SERVICES PROGRAM	
1	Arch File Folder Lever arch, legal size, 2 holes/ring, 2 inches, chipboard, lockable front cover, with label insert	
2	Arch File Folder 2 ring, 2 inches thickness, 7cm mechanism, legal	
3	Arch File Folder Vertical, three rings with transparent pocket, 3 inches	
4	Arch File Folder Horizontal, three rings with transparent pocket, 3 inches	
5	Arch File Folder crystal tech pen, water gel, 0.7mm, black, 25 pieces/box	
6	Ballpen matrix retractable, 0.5mm, 50 pieces per pack; color black, blue and red	
7	Ballpen finepoint, black, smooth, good quality	
8	Ballpen finepoint, blue, smooth, good quality	
9	Cashbox stainless steel, dimension 20cm x 16cm x 9cm, secret security safe box lock metal, with a stainless steel carry handle, removable tray, has 6 coin sections	
10	Chalk white, enamel, less dust, non-toxic, 140 pcs/box	
11	Clearbook legal, refillable, 20 sheets	
12	Clip	

	backfold, 19mm (3/4 inch), 12's/box	
13	Clip backfold, 25mm (1 inch), 12's/box	
14	Clip backfold, 32mm (1-1/4 inches), 12's/box	
15	Clip backfold, 50mm (2 inches), 12's/box	
16	Corkboard thick resilient cork with plywood backing, frameless, 2ft. x 3ft.	
17	Correction Tape disposable, gear type, film based, 8m, white	
18	Data File Box horizontal, legal, double, closed ends, made of chipboard	
19	Data Folder made with chipboard, taglia lock, with label insert, side clip, vertical	
20	Envelope expanding, plastic, legal, with elastic straps	
21	Eraser felt, for blackboard/whiteboard, ¾ inch	
22	Eraser for pencil, plastic/rubber, rectangular	
23	Fastener non sharp edge metal, 7cm, 50's/box	
24	File Tab Divider A4, bristol, assorted colors, 5's/set	
25	File Tab Divider legal, bristol, assorted colors, 5's/set	
26	Glue multipurpose, 200 grams, with applicator	
27	Laminating Film long, 250 mic, 100's/box	
28	Magazine File Box large, back end open, chipboard	
29	Marker permanent, broad type, black	
30	Marker permanent, bullet type, black	
31	Marker permanent, bullet type, red	
32	Marker whiteboard, black	
33	Marker whiteboard, blue	
34	Marker whiteboard, red	
35	Notepad stick on, 2 inches x 3 inches, 70gsm, 100sheets/pad	
36	Notepad stick on, 3 inches x 4 inches, 70gsm, 100sheets/pad	
37	Notepad stick on, 3 inches x 3 inches, 70gsm, 100sheets/pad	
38	Paper multicopy, 80gsm, legal(8 1/2 x 13 inches)	
39	Paper multicopy, 80gsm, A4	
40	Paper Clip vinyl/plastic coated, 33mm, 100's/box	
41	Paper Clip vinyl/plastic coated, 50mm, 100's/box	

42	Parchment Paper 90gsm, letter, cream, 10's/pack	
43	Photo Paper 4R size, 260gsm water proof, for all types of inkjet, 20 sheets/pack	
44	Plastic Cover #16 thick, 90cm x 120cm	
45	Printing Calculator Paper tape journal 57mm, 4 rolls per pack	
46	Puncher - 3 Hole 10 sheets capacity	
47	PVC Binding Acetate Cover clear, A4 size, 200mic, 100/pack	
48	Record Book 300 pages, white bond, non-blot, 55gsm, laminated chipboard cover	
49	Record Book 500 pages, white bond, non-blot, 55 gsm, laminated chipboard cover	
50	Ring binder plastic, 32mm, 84 rings, 1.2m, 10's/bundle	
51	Signpen green, liquid/gel ink, 0.5mm needle tip	
52	Signpen black, liquid/gel ink, 0.5mm needle tip	
53	Signpen blue, liquid/gel ink, 0.5mm needle tip	
54	Signpen red, liquid/gel ink, 0.5mm needle tip	
55	Specialty paper board paper, 220gsm, 10 pieces per pack	
56	Stamp Pad felt, bed dimension: 60mm x 100mm	
57	Stapler desktop, binder type, heavy duty, 200 sheets (23/6, 23/8, 23/10)	
58	Sticker Paper matte, A4, 80gsm, white, 10's/pack	
59	Tape masking, 24mm	
60	Tape masking, 48mm	
61	Tape packaging, 48mm	
62	Tape transparent, 24mm	
63	Tape transparent, 48mm	
	ACADEMIC PROGRAM	
64	Arch File Folder 2-ring, side clip, 3 inches, any color	
65	Arch File Folder lever arch, A4 size, 2 holes/ring, 2 inches	
66	Arch File Folder lever arch, legal size, 2 holes/ring, 2 inches, chipboard, lockable front cover, with label insert	
67	Arch File Folder lever archfile, long, 2.5 Inches, with side insert label, 8cm ring distance	
68	Arch File Folder lever archfile, short, 2.5 Inches, with side insert label, 8cm ring distance	
69	Ballpen	

	finepoint, black, smooth, good quality	
70	Ballpen finepoint, blue, smooth, good quality	
71	Ballpen finepoint, red, smooth, good quality	
72	Binder clips 2 inches (Clamp)	
73	Binder clips 1 inch (Clamp)	
74	Calculator LCD display, 12-digits, 2-way power source	
75	Specialty Paper for Certificates Letter, Board, 250 gsm	
76	Chalk white, enamel, less dust, non-toxic, 140 pieces/box	
77	Clearbook legal, refillable, 20 sheets	
78	Clip backfold, 19mm (3/4 inch), 12's/box	
79	Clip backfold, 25mm (1 inch), 12's/box	
80	Clip backfold, 32mm (1-1/4 inches), 12's/box	
81	Clip backfold, 50mm (2 inches), 12's/box	
82	Clipboard long with cover and clip, paper covered board, vertical	
83	Compass Deluxe 43mm, China	
84	Corkboard thick resilient cork with plywood backing, frameless, 2ft. x 3ft.	
85	Correction Tape disposable, gear type, film based, 8m, white	
86	Cutting Mat green, 11-3/4 inches x 16-1/2 inches, 600g	
87	Data File Box horizontal, legal, single, closed ends, made of chipboard	
88	Data File Box double, legal, hardbound, horizontal, closed ends	
89	Data folder made with chipboard, taglia lock, with label insert, side clip, vertical	
90	Dater Received Stamp shiny, S-69, 4mm, gray	
91	Document Tray legal, 3 layer metal, black, heavy duty	
92	Eraser felt, for blackboard/whiteboard, 3/4 inch	
93	Eraser for pencil, plastic/rubber, rectangular	
94	Fastener non sharp edge metal, 7cm, 50's/box	
95	File Tab Divider A4, bristol, assorted colors, 5's/set	
96	File Tab Divider legal, bristol, assorted colors, 5's/set	
97	Glue multipurpose, 200 grams, with applicator	
98	Gun Tacker Staple 5/16 inch (8mm) staples, 5,000 staples/box	

99	Illustration board 30 inches x 40 inches, 3 ply	
100	Jacket Folder long , plastic, waterproof	
101	Magazine File Box large, back end open, chipboard	
102	Magnetic Whiteboard 2ft. x 3ft. with aluminum frame and eraser tray	
103	Marker permanent, felt tip, bullet type, black	
104	Marker permanent, felt tip, bullet type, red	
105	Marker whiteboard, felt tip, bullet type, black	
106	Marker whiteboard, felt tip, bullet type, blue	
107	Marker whiteboard, felt tip, bullet type, red	
108	Notebook stenographer, spiral, 40 leaves, ruled	
109	Notepad stick on, 2 inches x 3 inches, 70gsm, 100sheets/pad	
110	Notepad stick on, 3 inches x 4 inches, 70gsm, 100sheets/pad	
111	Notepad stick on, 3 inches x 5 inches, 70gsm, 100sheets/pad	
112	Page Marker stick on, ½ inch x 2 inches, 5 colors, 500/pack	
113	Paper multicopy, 80gsm, A4	
114	Paper multicopy, 80gsm, legal(8 1/2 x 13 inches)	
115	Paper Clip vinyl/plastic coated, 33mm, 100's/box	
116	Paper Clip vinyl/plastic coated, 50mm, 100's/box	
117	Parchment Paper multipurpose, 90gsm, Size: 8 (W) x 11 (L) inches, white/natural, 10 sheets/pack	
118	Pencil lead with eraser, HB or No. 2, 1 doz/box	
119	Photo Paper 4R size, 260gsm water proof, for all types of inkjet, 20 sheets/pack	
120	Photo Paper A4 size, glossy, 180gsm, 20 sheets/pack	
121	Puncher paper, heavy duty, 7cm, with two hole guide	
122	Push Pin 100's/box, assorted colors	
123	PVC Binding Cover clear, A4, 200mic,100's	
124	PVC Binding Cover clear, legal, 200mic, 100's	
125	Record Book 300 pages, white bond, non-blot, 55 gsm, laminated chipboard cover	
126	Ring binder plastic, 32mm, 84 rings, 1.2m, 10's/bundle	
127	Ring binder plastic comb, 51mm (2 inches), long, 28's/pack	

128	Ruler 12 inches, stainless steel	
129	Scientific Calculator For Engineering, 9.7 inches, black, 16 digit LCD, authentic	
130	Signpen black, liquid/gel ink, 0.5mm needle tip	
131	Signpen blue, liquid/gel ink, 0.5mm needle tip	
132	Signpen red, liquid/gel ink, 0.5mm needle tip	
133	Specialty Paper for certificates	
134	Specialty Paper vellum board, legal, cream, 220gsm, 10's/pack (for certificate)	
135	Specialty Paper vellum board, letter, cream, 220gsm, 10's/pack (for certificate)	
136	Staple Gun heavy duty, uses 3 sizes of staples for T30 (6mm/8mm/10mm)	
137	Stapler Desktop, binder type, heavy duty, 200 sheets (23/6, 23/8, 23/10)	
138	Sticker Paper matte, A4, 80gsm, white, 10's/pack	
139	Tape strong adhesive, double-sided, for multiple bonding, easy to peel, 18mm x 10y x 80UM	
140	Tape masking, 24mm	
141	Tape masking, 48mm	
142	Tape packaging, 48mm	
143	Tape transparent, 24mm	
144	Tape transparent, 48mm	
145	PVC Binding Cover PVC binding cover (acetate cover) in A4 -(10 sheets/pack)	
146	PVC Comb Binder Ring PVC Comb binder ring 32 mm (uncut), 84 rings, bundle of 10	
	STUDENT SUPPORT SERVICES PROGRAM	
147	3x5 Index Card White, 50's, plain	
148	Acetate clear acetate film, pvc binding cover, A4, 200microns	
149	Affirmation Cards 47 cards per box, for Wellness Corner; 7.3cm x 7.6cm x 2.5cm, printed in black and white, recycled paper	
150	Binder Clip size 1 inch	
151	Binder Clip size 2 inches	
152	Binder Folder Ring Binder 3 hole 2 inches, blue, A4	
153	Binder Folder	

	3-Hole Ring Binder, PVC welded file, Ring Size: 1 inch, Size: Legal, Color: Blue	
154	Binding Cover Acetate PVC Clear - A4 size Commodity Application: Used as covers for binded modules thesis reports or presentation. Features: Transparent, Perfect for Binding books modules thesis reports and presentation, 200-250 microns, 100 pieces/pack, Clear	
155	Binding Cover Acetate PVC Clear - Legal size Commodity Application: Used as covers for binded modules thesis reports or presentation. Features: Transparent, Perfect for Binding books modules thesis reports and presentation, 200-250 microns, 100pcs/pack, Clear	
156	Clear Book 60 Pockets to 120 Pages each Clear Book Non-Refillable Presentation Display Book Size: Long	
157	Clear Plastic Plastic Clear Cover Gauge #5 & #6 (Length: 50 Meters) - (Width: 1.2 Meters or 48 Inches)	
158	Clear Vinyl Plastic Cover .08mm, 1.20 meters, 50 meters per roll	
159	Clearbook 20 transparent pockets, A4	
160	Clearbook 20 transparent pockets, legal	
161	Clip Clip, backfold, 19mm, 12's/box	
162	Clip Clip, backfold, 25mm, 12's/box	
163	Clip Clip, backfold, 32mm, 12's/box	
164	Clip Clip, backfold, 50mm, 12's/box	
165	Cork Board 24 x 36, with aluminum frame, white	
166	Correction Tape 8mm	
167	Cutting Mat Durable cutting mat ideal for office cutting works, as well as protecting table top surfaces. Color: Green, Size: A3	
168	Data file box vertical, closed ends, chipboard	
169	Data folder legal, made with chipboard, taglia lock, with label insert, side clip, vertical	
170	Document Tray 3-layer, flexible stacker, aluminum	
171	Envelope Expanding with rubber strap legal size, polypropylene Plastic	
172	Eraser rubber Dust Free Eraser mini, Extra clean Erasing for blackleads (3 pieces per pack)	
173	Watercolor Paper 9 inches x 12 inches, 200 Grams per square meter, 10 Sheets	
174	Fastener for paper, metal, 50 sets per box	
175	File Box Data Legal size, color red file holder/divider	
176	File Box Magazine with Lid	

	Storage Box with Lid Kraft 16 inches X 11 inches X 11 inches (L x W x H)	
177	File Folder Legal size File Folder 15PTS Glossy white 5S Legal (5 pieces/pack)	
178	File Tab Divider A4, five (5) colors per set	
179	File Tab Divider Legal Size, five(5) colors per set	
180	Folder Arch File-2 inches Long (Side Clip), any color	
181	Folder Arch File-3 inches Long (Side Clip), any color	
182	Glue Multi-purpose glue, bonds strongly and dries clear. Color white, 200 grams	
183	Glue Padding Padding glue, 250grams/bottle, for binding	
184	Glue Stick Extra Strength Safe, acid free and non-toxic, Clear and colorless when dry, Applies smoothly without clamps, Handy twist-up applicator 25 g	
185	Index Tab 5 set/box, assorted colors	
186	Marker multi-color, permanent, Broad/Chisel Tip	
187	Marker permanent, felt tip, bullet type, black	
188	Marker permanent, felt tip, bullet type, red	
189	Notepad stick on, 50mm x 76mm (2 inches x 3 inches), 100 sheets/pad	
190	Notepad stick on, 3 inches x 3 inches, 100 sheets per pad	
191	Notepad stick on, 76mm x 100mm (3 inches x 4 inches), 100 sheets per pad	
192	Office Documents Expandable File Folder Legal 15.16 inches x 10.3 inches Size 24 pocket Accordion Expanding File folder Organizer with Flaps (Cover) with elastic strap	
193	Paper A3 size, 80gsm 500 sheets/ream	
194	Paper Oslo, 250 pieces, 100 grams per square meter, White	
195	Paper multicopy, 80gsm, A4, 210mm x 297mm	
196	Paper multicopy, 80gsm, legal, 216mm x 330mm	
197	Paper Clip gem type, 100 pieces per box 48mm	
198	Paper Clip vinyl/plastic coated, 33mm	
199	Paper Clip vinyl/plastic coated, 50mm	
200	Parchment Paper Parchment for certificate, A4, 90gsm, natural, 10's per pack	
201	Pencil lead, with eraser, one (1) dozen per box	
202	Photo paper - A4 size	

	180gsm, special coating for quick ink absorption and supports high resolution of up to 4800 dpi. Super whiteness for vivid color and definition. Superb photographic image quality output. Widely used for various brands of colored inkjet printer. 10pcs/pack	
203	Prisma Color Pencils 48 colors, High quality pigment	
204	Push Pin flat head type, assorted colors, 100 pieces per case	
205	Record Book 500 pages; size: 214mm x 278mm	
206	Ring binder 32mm	
207	Ring Binder Comb Plastic 8mm (long)	
208	Ring Binder Comb Plastic 10mm (long)	
209	Ring Binder Comb Plastic 12mm (long)	
210	Ring Binder Comb Plastic 25mm (long)	
211	Ring Binder Comb Plastic 32mm (long)	
212	Ring Binder Comb Plastic 51mm (long)	
213	Ruler Metal-12 inches	
214	Sharpener with rotating lever Manual Hand crank operation with metal clamp	
215	Signpen black, liquid/gel ink, 0.5mm needle tip	
216	Signpen blue, liquid/gel ink, 0.5mm needle tip	
217	Signpen red, liquid/gel ink, 0.5mm needle tip	
218	SMART CARD Contactless Smart Cards; CR80 x 8mm; 200 cards/box	
219	Special paper Special paper for certificates, Ivory, 170gsm 10 sheets/pack, Letter size	
220	Stamp Pad felt, bed dimension:60mmx100mm	
221	Stapler Long Reach Long-Arm / #35	
222	Sticker colored paper Multicolor, 8.27 inches x 11.69 inches	
223	Sticker paper Hi-Gloss White 10's, A4	
224	Sticker paper InkJet 10's, A4 size, color white, 10 sheets per pack, matte	
225	Tape masking, 24mm	
226	Tape masking, 48mm	
227	Tape packaging, 48mm	
228	Tape transparent, 24mm, 50 meters length	
229	Tape transparent, 48mm, 50 meters length	
230	Tape	

	18mm, 300 meters length, Clear/celo tape	
231	Tape Dispenser handheld, metal	
232	Tape Double Sided All weather, heavy duty, 24mm x 2.0m	
233	Thermal paper Paper width: 57mm; Paper diameter: 50mm	
234	Thermal sticker 25.4mm - 118.1mm	
235	Universal Stylus Pen for IOS and Android, 15cm	
236	Vellum Board Paper A3 size, White, 200 grams per square meter 10 Sheets	
237	White Board Marker Black broad tip	
238	Whiteboard 36 inches x 18 inches, magnetic	
	RESEARCH, EXTENSION PLANNING AND LINKAGES PROGRAM	
239	Acetate Binder Cover A4-size, acetate binder cover 10pcs per pack	
240	Clip Double Clip, backfold, 19mm, 12s/box	
241	Clip Double Clip, backfold, 25mm, 12s/box	
242	Clip Double Clip, backfold, 32mm, 12s/box	
243	Clip Double Clip, backfold, 51mm, 12's/box	
244	Correction Tape Disposable, gear type, film based, 8m, white	
245	Cutting Mat Size A2, rubber	
246	Data file box vertical, closed ends, chipboard	
247	Data folder legal, made with chipboard, taglia lock, with label insert, side clip, vertical	
248	Envelope documentary, A4	
249	Fastener metal 70mm	
250	Laminating Film 9 inches by 50 meters	
251	Marker permanent, bullet type, black	
252	Marker permanent, bullet type, red	
253	Marker whiteboard, black	
254	Marker Whiteboard, felt, bullet type, blue	
255	Marker Whiteboard, felt, bullet type, red	
256	Paper Copier Paper - A3 (11.7 x 16.5 inches) Subs 24, GSM 80, 500sheets Copier Paper - A3 (11.7 x 16.5 inches) Subs 20, gsm 70, 500sheets Bond Paper Substance: 20 GSM: 70 Size: A3 (11.7 x 16.5 inches)	

	Quantity per ream: 500 sheets Color: White Suitable for laser and inkjet printers, copiers, fax machines	
257	Paper multi copy, 80gsm, size: 210mm x 297mm (A4)	
258	Paper multicopy, 80gsm., size: 8.5 x 13 inches, legal	
259	Parchment Paper A4, 90gsm, natural, 10's per pack	
260	Paper Clip Clip No. 33 - 50grams per box-Vinyl Coated Colored Plastic Coated Authentic - Set of 1 Box	
261	Paper Clip Clip No. 50 - 120 grams per box -Vinyl Coated Colored Plastic Coated Authentic - Set of 1 Box	
262	Photo paper A3 Size 230gsm Glossy <ul style="list-style-type: none"> • Smooth Coated finish and High Gloss Surface. Bright White. • High resolution up to 5760 dpi. • Instant Dry, Water Resistant. • Good ink control and absorption. • Suitable for dye and pigment inkjet printers. • Suitable for Thermal and Piezo Technology. • Type: Gloss • Size: A3 (420mm x 297mm) • Weight: 230gsm 	
263	Photo Paper (180gsm) A4, Glossy, 20 sheets	
264	Photo Paper (220gsm) A4, Glossy, 20 sheets	
265	Photo Paper (80gsm) A4, Double-sided Glossy, 50 sheets	
266	Puncher Heavy duty 3 in 1 ID puncher Warrior, Precise paper puncher, Center guide adjustable, Round Corner, Circle Hole, Slot hole	
267	Record Book 300 pages	
268	Record Book 500 pages, 214mm x 278mm	
269	Ring Bind PVC Binding Element 10mm 10's	
270	Ring Bind PVC Binding Element 19mm 10's	
271	Ring Bind PVC Binding Element 36mm - 38mm 20's	
272	Ring binder Lever Arch Size Ring Binder (A4-size), 2 holes/ring	
273	Ring binder Lever Arch Size Ring Binder (Long-size), 2 holes/ring	
274	Signpen Black, liquid/gel ink, 0.5mm needle tip	
275	Signpen Blue, liquid/gel ink, 0.5mm needle tip	
276	Specialty Paper Vellum Board, Letter size, 220gsm, 10 sheets per pack	
277	Sticker Paper A4, Glossy, 20 sheets	
278	Sticky Notes 3 inches x 5 inches, 100 sheets/pad	
279	Sticky Notes Sticky Note Pad 3 inches x 3 inches,	

	Size: 5 pads 76mm x 76mm Quantity: 100 sheets per pad	
280	Sublimation Paper 8.2 inches, 100gsm, 100 meters/roll Sublimation paper used on lanyard printing	
281	Sublimation Paper A4, 100 Sheets	
282	Tape masking, 24mm	
283	Tape masking, width: 48mm (±1mm)	
284	Tape packaging, 48mm	
285	Tape transparent, width: 24mm	
286	Tape transparent, width: 48mm (±1mm)	
287	White Board magnetic board 11 inches x 8.5 inches Plastic Frame with 1 piece whiteboard marker and eraser	
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_pqpzAb62yucAbIR1p/view?usp=sharing] for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

