



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. CGSD-25-OSD-0528

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.

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 **CGSD-25-OSD-0528**.

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

The Procurement Project (referred to herein as "Project") is composed of **three hundred twenty-two (322) 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 **2025** in the amount of **FORTY-ONE MILLION SIX HUNDRED SEVENTY-ONE THOUSAND THREE HUNDRED FORTY-SEVEN PESOS AND 67/100 ONLY (Php41,671,347.67)**.

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.

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.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>A single contract similar to the item/s to be bid and must be at twenty-five percent (25%) of the ABC.</i> b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 833,426.96 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 2,083,567.39 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> • No additional 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	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

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

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

Section VI. Schedule of Requirements

PROJECT NAME: PROCUREMENT OF VARIOUS OFFICE SUPPLIES

PROJECT NO. CGSD-25-OSD-0528

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
1	Cartolina, assorted color, 20 pieces per pack	Pack	524	Upon request by the End-user until December 31, 2025
2	Computer Continuous Form, 1 Ply, 280mm x 241mm	Box	2,271	
3	Data File Box, Horizontal made of chipboard, close ends	Box	3,080	
4	Data Folder, Legal Size, Made of Chipboard, Taglia Lock	Piece	917	
5	Envelope, Documentary, A4, size, 500'sbox	Box	64	
6	Envelope, Expanding, legal size. Kraft board, 100's	Box	475	
7	Envelope, Mailing, Window, 500pcs/Box	Box	24	
8	Envelope, Documentary, short, 50's/pack	Pack	15	
9	File Tab Divider, A4 Size, Five (5) Colors/Set	Set	95	
10	File Tab Divider, legal size, (5 colors/set)	Set	293	
11	Folder with tab, legal, brown folder, thick and heavy duty, 100pcs/pack	Pack	1,794	
12	Folder with white tab, A4, 100pcs/pack	Pack	1,422	
13	Folder, Clear, Legal, with Slide, Clear transparent plastic	Piece	210	
14	Index Card, 5x8 inches, 100's/Pack	Pack	601	
15	Data File Box, Vertical made of chipboard, close ends	Box	291	
16	Envelope, Mailing White without window 500pcs per box	Box	112	
17	Manila Paper, 36x48inches	piece	2,634	
18	Note Pad, 2x3inches 100's/pad	Pad	1,096	
19	Note pad, Stick on self-adhesive 3x4inches, 100's/pad	Pad	1,470	
20	Note Pad, 3x3, Stick On, 100's/pad	Pad	1,805	
21	Paper, A3 Size, 80gsm	ream	88	
22	Paper, Mimeo, A4 Size, 70gsm	ream	1,647	
23	Paper, Mimeo, Legal Size, 70gsm	ream	4,762	
24	Paper, Multi-purpose, 8.5x14, 80gsm	ream	160	
25	Paper, Multi-copy, A4 Size, 80gsm	ream	23,319	
26	Paper, Multi-copy, legal, 80gsm	ream	36,473	
27	Paper, Multi-copy, Letter Size, 80gsm	ream	131	
28	Paper, Multi-purpose, A4, 70gsm	ream	6,149	
29	Paper, Multi-purpose, A4, 80gsm	ream	199	
30	Paper, Multi-Purpose, Legal Size, 70gsm	ream	6,004	
31	Paper, Multi-Purpose, Legal Size, 80gsm	ream	189	
32	Paper, Sticker Paper, A4, 80gsm, Glossy, 10's/pack	pack	125	
33	Paper, Parchment, A4, 85gsm, 10's/pack	pack	662	
34	Photo paper, A4, 230gsm, 20 sheets/pack	Pack	204	
35	Pressboard folder, Legal, Assorted Colors, 100's/box	Box	405	
36	Record Book, 300 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	Book	2,786	
37	Record Book, 500 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	Book	6,072	
38	Specialty Paper, A4, 180gsm, 10's/Pack, plain white	Pack	1,212	
39	Specialty Paper, Short, 180gsm, 10's/Pack, plain white	Pack	117	
40	Sticker Paper, A4, 90gsm, Glossy, 20's/Pack	Pack	10	
41	Stick-On Note 0.6inch x 2 inches / 1.5 x 5.1cm 100's/Pack-5colors (assorted)	Pack	50	
42	Continuous form 3 ply 280mmx241mm	Box	585	
43	Columnar Pad, 24 columns, 11inches x 14 inches	Piece	4	

44	Columnar Pad, 4 columns, 8.5inches x 11inches	Piece	4
45	Envelope, Expanding, plastic, legal, transparent	Piece	1,107
46	Paper Multi-copy, letter size, 70gsm	Ream	44
47	Index card 3x5 inches, 100's/pack	Pack	42
48	Photo paper, A4, 180gsm, 20s/pack	Pack	172
49	Sticker paper, A4, 80gsm, matte, 10's/pack	Pack	629
50	Thermal Paper, 80x70mm, 39m per roll, 70gsm, 50 pcs per box	Box	151
51	Photo Paper, A4, 120gsm, Double Sided Glossy, 50's/pack	Pack	240
52	Photo Paper, 4R, 180gsm, 20's/pack	Pack	5
53	Note Pad, Stick On, 0.5x1.7 inches, 25's/Pad	Pad	28
54	Note Pad 3x5inches 100's/pad	Pad	40
55	Specialty Paper, Legal, 180gsm, 10's/pack, plain white	Pack	720
56	Sticky Note, 1.5inches x 2inches, 100's/pad, assorted Color	Pad	550
57	Paper, sticker page markers, ½ x 2 inches, 100's/Pad	Pad	116
58	Clip Board long with cover, 5 inches wire clip, with hanger holds	Piece	20
59	Index Card, 5x8 inches, 500's/pack	Pack	4
60	Folder with jacket, legal, plastic	Piece	81
61	Paper, A3 Size, 70gsm	Ream	65
62	Computer Continuous Form, 2 ply 280mmx241mm	Box	500
63	Paper, A4 Size, 100gsm	Ream	3
64	Paper, Multi-Purpose, Letter Size, 70gsm	Ream	600
65	Envelope, Expanding, A3 Size	Piece	100
66	Data File Box Long File Box, Document Organizer, 3.5cm	Piece	16
67	Looseleaf, Cover, Legal, 50 Sets Per Bundle	bundle	1
68	Paper, A1 Size, 70gsm, 594mmX841mm	box	1
69	Paper, Oslo, 20 Sheets Per Pack, 100gsm	Pack	100
70	Specialty Paper, Short, 200gsm, Cream, 10's/Pack	Pack	38
71	Sticky Note, 1.8 X 0.5 Inches, Assorted Colors, 125 Sheet/Pack	Pack	798
72	Illustration Board, 30x40inches	Piece	5
73	Sticker, Post-It, 5colors, tape flag, 11x43 mm, 100's/pack	Pack	5
74	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete alphabet inserts for reading notes	Box	65
75	RC Glossy photo paper A4, 260gsm,20sheets/pack	Pack	10
76	Paper thermal, queuing tape. 80mm x 70mm, 50rolls/box	Box	100
77	Tape Paper, for adding machine, 57mm	Roll	600
78	POS Paper Roll, 70mm x 70mm, thermal paper	Roll	600
79	Watercolor Paper; 12inches x 18inches; 200gsm 10's per pack	Pack	60
80	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Blue; 500 sheets per ream	Ream	20
81	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Yellow; 500 sheets per ream	Ream	20
82	Folder, Fancy, with slide, Legal size, 50pcs/bundle	Bundle	83
83	Specialty Paper, Vellum Board, Short, White 10 Sheets/pack	Pack	156
84	Multipurpose (F4) size 216 x 330 mm, 500 sheets, 70gsm, Ultra White	Ream	500
85	Clipboard with stand, Legal Size, plastic, foam, metal clip	Piece	11
86	Colored Paper-Ordinary, Assorted color (8.5 x 11), 25 sheets/pack	Pack	150
87	Specialty Paper, Vellum Board, White, A4 size 500 sheets/ream	Ream	12

88	Meta Cards, assorted colors 500pc/ream (8.5inches x 5.5inches)	Ream	5
89	Note Pad Stick-on, .07inchx 3inches, 1 pack, 4/pad, 100pcs/pad	Pack	100
90	Note Book, Spiral 80 leaves/ pad, Size: 6 x 8.5 inches, assorted	Piece	1,140
91	Envelope, documentary (10inches x 15inches) 500s/box	Box	16
92	Notebook A5 Steno notebook, lined, 80 sheets	Piece	50
93	Index card (4 1/2 x 7 inches), 100/pack	Pack	100
94	Paper Sticker, Stick-On Note 8 Line (8 Signs) 8 Line with printed (8 Signs) 0.5inchx 1.7inches/ 1.3x 4.3cm, 8x25 Sheets	Pack	150
95	Paper Sticker, Sticky Notes SS-05 24Set 3inches x 4inches x 7.50inches with printed (sign here)	pack	10
96	Thermal Paper- roll, width: 2-1/4 inches or 57 mm, pack of 4 rolls, 1 ply	Pack	10
97	Columnar Book 10 Columns, 16 x 280 mm, or 8.5 x 11 inches	Piece	10
98	Data File Box Long Size Starfile, opening on the length with plastic pocket for label	Piece	20
99	Data Folder Lever Arch Size Ring Binder (A4-size) 2 holes/ring	Piece	40
100	Data Folder Lever Arch Size Ring Binder (Long-size) 2 holes/ring	Piece	40
101	Specialty Paper vellum board, letter size, white or cream, 180gsm, 10s/pack	Pack	105
102	Specialty Paper vellum board, white, A4, 120gsm, 10s/pack, for Certificate	Pack	65
103	Specialty Paper, Short, 90gsm, 10's/Pack, plain white	Pack	301
104	Record Book Log Books 7x11 inches, 200 pages	Piece	8
105	Paper Sticker Page Marker printed arrow flags, 12 x 44mm 35pcs x 4packs	Pack	2
106	Thermal Paper Width 57mm, diameter 50mm	Roll	60
107	Arch File, 2-rings, 3-inches thick cover to cover, horizontal, 9.5 x 15.5 inches	Piece	10
108	Arch File, Long 3-Spide Side Clip	Piece	3
109	Computer Continuous Form, 3 ply, 280mm x 378mm	Box	35
110	Folder, fancy, clear, A4, 50pcs per pack	Pack	1
111	Folder, L-type, Legal, 50 pieces per pack	pack	64
112	Wrapping Paper, kraft, 50's/pack	pack	2
113	Clearbook, A4 size: 310mm x 235mm (min.) Thickness: 0.5mm (min.), 20 transparent pockets (color green)	piece	379
114	Clearbook, legal size: 345mm x 235mm (min.) Thickness: 0.04mm (min.) 20 transparent pockets (color green)	piece	648
115	Specialty Paper, 120gsm, 10 Sheets per Pack - Size: A4, Texture: Matte	pack	500
116	Sticker Paper A4, Glossy, 20 sheets, 80gsm	pack	40
117	Sticker Paper A4, Matte, 20 sheets, 80gsm	pack	41
118	Photo Paper Photo Paper, Basis weight: 52lbs. thickness: 8.1 mil. ISO Brightness: 92, Opacity: 94%, Surface Finish:	pack	75
119	Arch file Folder, A4 horizontal, P board	piece	1,160
120	Paper Roll - EA-7100p(58x25mm) 5rolls/pack	pack	10
121	Sticky Signature and Highlight Flag, 1/2inch x 2inches, 100 sheets/pad, 5 pads/pack	pack	50
122	Folder, L-type Folder, Clear plastic, 50s/pack	pack	20

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	Dimension: 216mm x 304mm / A4 size thickness: 0.17mm, clear		
123	Stand File Box Legal size, assorted colors, 15x9.5x4.5inches	piece	86
124	Arch File Folder, Long, Horizontal, PP board	piece	214
125	Envelope, plastic, clear, expanding, long, with push lock and handle	piece	250
126	Document Tray 3 layers data file box document file holder, data basket magazine rack metal, 25cm x 34.5cm	piece	36
127	Tickler Notebook Small Notebook Top and Side Spring 10pcs per pack	pack	10
128	Illustration Board 1/2, 20inches x 30inches	piece	20
129	Cash Register Tape Roll (57x67mm) 6 rolls per pack	piece	100
130	Carbon Film, A4, 100 pieces per box	box	41
131	Advance Adding Machine Tape 57x70mm, 4 Rolls per Pack	pack	12
132	Specialty Paper-candle light, size 8.5inches x11inches, thickness: 90gsm good for laser/inkjet printers10's/pack)	pack	100
133	Sticker Paper-white (A4, white 10s/pack)	pack	50
134	Paper Sticky Flag - 25x43mm, 50 piece/box	box	10
135	Accordion File Organizer, Legal 24 Pocket Expanding File Folder with Labels	piece	60
136	Photo Paper, glossy, A4, 220gsm, 255microns, 20s/pack	pack	100
137	Journal Notebook, hardcover, 200pages, A5 size	piece	50
138	Linen Paper, 8.5x11inches 120gms, 10s per pack	pack	50
139	Certificate Paper, 120gsm 8.5 x 11inches 10sheets/pack	pack	50
140	Folder Divider, Long White, 5 pcs/pack	pack	102
141	Ribbon, black and red double spool for electric calculator	spool	12
142	Illustration Board 1/2, 20inches x 30inches	piece	20
143	Parchment paper (180gsm; Cream color; 8.5 x 11)	pack	835
144	1-Hole Paper Puncher; Weight 0.09kg; Length 9cm; Width 5cm; Height 3cm	piece	5
145	48 Classic Colour Pencil with Sharpener	piece	5
146	Acetate Binder Cover A4-Size, Acetate Binder Cover 10pcs per pack	pack	50
147	Acetate Sheets, Long, 10 Sheets Per Pack	pack	10
148	Automatic Pencil Refill, 0.5mm Length Mechanical Pencil Lead, 1000 Pieces Per Box	box	5
149	Ballpen Assorted Color Blue, Black, Red 50pcs/box	box	100
150	Ballpen Super Color Marker Twin Marker, Black Tip Diameter: 2.0Mm (Fine), 0.8Mm (Extra-Fine)	piece	100
151	Ballpen / Ballpoint 0.5 Green	piece	544
152	Ballpen / Ballpoint 0.7 Black	piece	14,200
153	Ballpen / Ballpoint 0.7 Blue	piece	3,568
154	Ballpen / Ballpoint 0.7 Red	piece	587
155	Binding and Punching Machine, 50mm Binding Capacity	piece	9
156	Binding Cover Acetate PVC Clear - A4 Size Clear, A4, 200Mic, 100S	piece	10
157	Binding Cover Acetate PVC Clear - Legal Size Clear, Legal, 200Mic, 100s	pack	10
158	Chalk Stone, 120 Pcs Per Box	box	50
159	Clear Book, 216mm x 330mm Legal Size, Refillable, Plastic Overall Size (Min) of Cover 353mm x 242mm (W) 0.48mm Thickness	piece	355
160	Clear Glue Pen Weight: 0.661kg	piece	20

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	Product Dimension: (WxHxL) 5.3inches x 6.1inches x 1.1inches, With Sponge Tip Made of a Special Polyethylene with Excellent Stability, tip is rounded for easy glue application		
161	Clear Glue Sponge Tip, 50cc/Tube	tube	50
162	Clearbook-A4 Size	piece	3
163	Clip Backfold 12pcs 1 1/4inches- 32mm	box	1,454
164	Clip Backfold 12 pcs 2inches- 50mm	box	1,653
165	Clip Backfold, 41mm, 12's/box	box	290
166	Clip Board, Acrylic Board, Color: Assorted, Legal	piece	50
167	Clip Bulldog, 73mm (3inches), 125 per box	box	55
168	Clipboard Long with cover, 5 inches wire clip, with hanger holds Color: Red, Green, Blue, Black	piece	205
169	Compact Disc, Rewritable, CD-R, Speed 52X/Capacity 700MB/80 Mins music with case, 50's/pack	pack	35
170	Cork Board Brown, 24inches x 36inches	piece	5
171	Cork Board, 2x4 feet, With Plywood	piece	25
172	Cork Bulletin Board Wooden frame with push pin and rope (50cm x 70cm)	piece	1
173	Correction Fluid, 15ml., Water Base	piece	92
174	Correction Pen 7ml	piece	163
175	Correction Tape, 8 Meters, Disposable, Usable Length, 8M	piece	6,036
176	Customized Stamp, 10.5 x 6cm, Blue	piece	5
177	Cutting Mat A3, Green, Materials: Hard PVC	piece	5
178	Dater Received Stamp Shiny, S-69, 4mm, Gray	piece	2
179	Dater Stamp Self Inking Stamp Pad	piece	33
180	Dating and Stamping Manual Stamp 4mm in size year up to 2028	piece	11
181	Desk File Organizer file holder 4 sections storage, materials: plastic, size: 30.5cm x 25.5cm x 30.5cm	piece	212
182	Docking Station USB C to Dual HDMI Adapter, 7 in 1	piece	3
183	Document Tray 3 layers data file box document file holder, data basket magazine rack metal	piece	104
184	Eraser Whiteboard Magnetic L = 10.9cm W = 2cm H = 5.6cm	piece	601
185	Eraser, Plastic/ Rubber soft, white, synthetic or natural rubber, non-toxic, dimensions are 30x20x10mm / 4cmx1.3cmx2cm, the eraser is able to remove pencil marks without stanning and erode at a uniform rate, works cleanly without damaging paper surface essential for erasing graphite, drafting film and tracing paper resists breakage, even with heavy use	piece	1,415
186	Ergonomic Stapler with Staple Wire remover; Bullet Size 6mm; Assorted Colors; capacity up to 20 sheets of 80g paper; No. 36	piece	10
187	Fastener, metal, 50 set/ box, Non-Sharp Edges	box	4,421
188	Fastener, plastic, assorted color, 50 pcs/box	box	543
189	File organizer box with Lid, 40cm x 29 cm x 28.5 cm, black	piece	19
190	File Organizer, legal, Expanding, Plastic with garter lock with tab 12 pockets	piece	169
191	Ballpen Finepoint 0.5 Black	piece	25,487
192	Ballpen Finepoint 0.5 Blue	piece	3,472
193	Ballpen Finepoint 0.5 Red	piece	2,342

194	For Mechanical Pencil 0.7mm, 12pcs/tube	tube	30
195	Ballpen Gel Pen 0.5 Black	piece	3,362
196	Ballpen Gel Pen 0.5 Blue	piece	2,325
197	Ballpen Gel Pen 0.5 Red	piece	336
198	Gel Pen, 0.5mm, Green, 50pcs per box	box	3
199	Gel Pen, 0.5mm, Violet, 50pcs per box	box	3
200	Glue – 80grms/tube	tube	100
201	Glue Gun Electric - 20W Hot Melt Glue Gun With 7mm Glue Stick Mini Electric Heat Repair Tools DIY	unit	30
202	Glue Gun Stick, Big	stick	30
203	Glue Gun, 110V-240V, Good Quality, 40W, Big	unit	3
204	Glue Gun, Heavy Duty Hot Melt Glue Gun	unit	2
205	Glue -Hot Melt Glue Stick (7mm x 190mm) For DIY Art Clear Glue Gun	unit	500
206	Glue Padding, Red, 450ml., with brush	jar	5
207	Glue Stick Big	stick	220
208	Glue Stick, 21grams	piece	280
209	Glue Stick-Small	stick	50
210	Glue Tack, Multi-Purpose Removable and Reusable Adhesive	piece	10
211	Glue, All Purpose, 240grams	jar	689
212	Glue, Clear Water Glue, 50ml	bottle	30
213	Heavy Duty Staple Wire, E0017 23/17, Staples Up To 120 Sheets, Zinc Plated Wire Iron Material, 1000'S/box	box	200
214	Heavy Duty Stapler, Staple Size 23/6-23/25, Up To 210 Sheets, Abs Cover + All Metal Material, Front Loading, With Adjustable Graduation, Rotatable Anvil for Different Stapling Needs	unit	10
215	Heavy Duty Cutter Big Double Function Utility Knife Industrial, Zinc Alloy Body With TPR - Material of Blade: Sk2 - Auto Lock Function - Auto Retractable Function - Quick Change Blade - Includes 2pcs Additional Sk2 Blades - Blade Size: 61x19mm	unit	40
216	Heavy Duty Paper Cutter 0.5mm x 18mm x 100mm	unit	10
217	Heavy Duty Stapler Throat Depth: 60mm Type: Heavy- Duty Stapler Staple Capacity: 100 Size: Jumbo Power: Manual Sheet Capacity: 50/25 Material: Plastic Weight: 350g/250g Staple Size: 24/8,24/6,26/6 Dimensions: 150*70*35mm/125*75*35mm	unit	5
218	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt	pack	3
219	Hot Metal Glue Pellets for Binding Machine, 1kg.	pack	3
220	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete alphabet inserts for reading notes, document classification, folders, catalogs, papers classifying and marking	box	173
221	Laminating Film Roll, 12inches, 250microns, 50meters	roll	16
222	Laminating Film, 125mic legal, 125mic, 100's/box	box	60
223	Laminating Film, A4 250 mic, transparent material, 100's/pack	pack	147
224	Laminating Film, A4, 125mic, 20's/pack	pack	28
225	Laminating Film, Hot Melt Gloss, 229mm x 50m	pack	10

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226	Laminating Machine 6-in-1, A4, Hot and Cold	pack	10
227	Map Pin Head Round, typically made of plastic or metal, with a diameter of around 4.5mm to 9mm. Shaft: Hardened steel or metal, with a diameter of around 1.12mm. Length: The pin's length is usually around 9mm or longer. Color: Available in a variety of colors, such as black, red, or assorted colors. Packaging: Typically sold in packs of 100	box	1
228	Marker White Board, Refill Black	piece	20
229	Marker, Fluorescent- Pen Highlighter - Colored Pen, 3Pcs/Set, Anti-Dry-Out Technology: 4 Hours Dry-Out Protection for Concentrated Work - 2 Line Widths 2 + 5 mm from Wide Marks for Blocks of Text to Thin Lines for Annotations, Dimension: 9cm x 1.5cm x 15cm, Colored Pen	set	1,261
230	Marker, Permanent, Broad Type Black	piece	215
231	Marker, Permanent, Broad Type Blue	piece	15
232	Marker, Permanent, Broad Type Red	piece	23
233	Marker, Permanent, Bullet Type Black	piece	4,047
234	Marker, Permanent, Bullet Type Blue	piece	2,034
235	Marker, Permanent, Bullet Type Red	piece	931
236	Marker, Twin, Permanent, Black, Felt, Bullet Type, Permanent with Fine and Broad Point, Color Black	piece	137
237	Marker, Whiteboard, Bullet Type Red	piece	664
238	Marking Pen, Whiteboard, Bullet Type, Color: Green, Dimensions: 0.6inch x 5.3 inches;	piece	200
239	Marking Pen, Whiteboard, Bullet Type, Color: Violet, Dimensions: 0.6inch x 5.3inches	piece	200
240	Masking Tape 3/4inch x 25yards/roll	roll	200
241	Metal Triple Desk Tray Black (Dura metal), 3 Layers	piece	5
242	Multi-Colored Pen, -5 Ink Colors In 1 Pen (Black, Blue, Red, Green, Violet)- Point Tip: 0.7mm	piece	70
243	Paper Cutter, Heavy Duty, 12x10inches Wooden A3 A4 A5 B4 B	unit	1
244	Paste, Water Well, 200gms	piece	22
245	Pen Ballpen - Fine Point (50pcs Black, 29pcs Blue and 20pcs Red)	piece	99
246	Pen Ballpoint, Ballpen - Fine Point (250pcs Black, 145pcs Blue, 195pcs Red, 60pcs Green, 60pcs Orange, and 60pcs Violet)	piece	770
247	Pen Holder Stainless Steel, Round	piece	15
248	Pen Holder, Acrylic	piece	100
249	Pencil Sharpener for Pencil, Desktop Sharpener, Suitable For 6-8mm Wooden and Colored Pencils; Weight: 385g; Dimension: 12cmx8cmx14cm	unit	192
250	Plastic Comb Binder Rings Thickness: 12mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5
251	Plastic Comb Binder Rings Thickness: 20mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5
252	Plastic Cover - Thick #16 Thickness, 120cm Width	yard	25
253	Plastic Cover 13.5inches x 5m	piece	10
254	Plastic Cover Plastic Clear Cover Gauge #5 and #6 (Length: 50 Meters) - (Width: 1.2 Meters or 48 Inches)	roll	4
255	Puncher, For Paper with Two Hole Guide	unit	666
256	Push Pin Flat Head, Assorted Colors, 100's/box	box	536

257	PVC Binding Acetate Cover Clear, A4 Size, 200Mic, 100's/Pack	pack	33
258	PVC Binding Cover Clear, Legal, 200Mic, 100's/pack	pack	30
259	Received Dater Self-Inking Stamp 4mm Pad Size	piece	3
260	Rewritable, DVD-R 16X Speed, 4.7GB, 120 Min.	piece	25
261	Ring Bind 19mm, PVC Binding, 10's/pack	pack	10
262	Ring Bind 32mm, Plastic 84 Rings, 10's/bundle	pack	31
263	Ring Bind 36-38mm, PVC Binding, 20's/pack	pack	10
264	Ring Binder Folder, 2inches/3inches Spine, 2 Rings, Finger Pull Hole, Lockable Front Cover, Size: Legal, Color: Red	pack	340
265	Ring Binder, 3-Ring A4, 2.5 Inches D-Type with Label on Side, Blue	bundle	3
266	Ring Binder, 84 Rings, Plastic, 10mm/bundle	bundle	20
267	Ring Binder, 84 Rings, Plastic, 6mm/bundle	bundle	10
268	Ring Binder, Lever Arch file 9.5 x 15 Inches - 2.5 Inches	piece	70
269	Ring Binder-Seagull Ring Binder 3 Ring Cvp20 A4 2inches D Type PVC Cover with Front and Back Outer Pockets Blue. Durable Mechanism. Weight 0.7 Kg, Length 35.6cm, Width 2.5cm, Height 27.9cm	piece	20
270	Ruler, Plastic, 450mm	piece	801
271	Screw Post, 2.5inches 50 Pairs Per Packs	pack	50
272	Screw Post, 3inches 50 Pairs Per Packs	pack	50
273	Sharpener Dispenser - Heavy Duty, classic desktop pencil sharpener with table clamp to hold unit in place	unit	20
274	Sign Pen- Liquid Gel, Green .5mm	piece	140
275	Sign Pen- High-tech Pen (Black)	piece	200
276	Sign Pen- High-tech Pen (Blue)	piece	200
277	Sign Pen- Liquid Gel, Violet .5mm	piece	160
278	Sign Pen- V10-Broad/Large - Green, V10 Grip, Broad/Large, 1.0mm	piece	500
279	Sign Pen, Liquid Gel Ink, 0.7Mm Brown	piece	20
280	Signpen V10 Black	piece	1,318
281	Signpen V10 Blue	piece	1,498
282	Signpen V10 Red	piece	24
283	SPCI Triangular Scale, Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2 H5302	piece	5
284	Stamp for Received Documents with Date, 3.5cm x 5cm (Customized with Office Name Below)	piece	3
285	Stamp Pad Black Color, 118 x 81mm	piece	19
286	Stamp Pad Ink Refill 30ml, Black	bottle	30
287	Stamp Pad Ink, Black, For Trodat, 50ml	bottle	37
288	Stamp Pad Ink, Red, 30ml	bottle	2
289	Stamp Pad, Felt Pad, Min 60mm x 100mm	piece	628
290	Stand File Box Color: Blue, Black, Green (Assorted Colors); Large Size: 15inches x 9.5 inches x 4.5inches Bundle of 5's/pack	bundle	20
291	Staple Remover Plier Type, Plastic	piece	1,476
292	Staple Wire - 1217Fa-H 1/2inch 5/8inch, 23/17, 1,000 Staples	box	300
293	Staple Wire Gun Tacker - Stainless, Heavy Duty, Staple Wire - 3/8 Inch, 1,000 Count	box	20
294	Staple Wire, #35; 5,000Pcs/Box	box	2,928
295	Staple Wire Standard, 5000'S/Box	box	1,989
296	Staple Wire T50 Gun Tucker, T50, 10mm, 5000Staples/Box	box	4
297	Staple Wire, 8mm, JT 21 Gun Tacker	box	10
298	Staple Wire, Heavy Duty 23/6, 1,000pcs/box	box	25
299	Staple Wire, Heavy Duty 23/8 1,000pcs/box	box	5

300	Staple Wire, Heavy Duty 23/10 1,000pcs/box	box	5
301	Staple Wire, No. 10, 1000's/Box	box	40
302	Staple Wire, No. 23/13, 1000 Staples Per Box	box	610
303	Staple Wire-Gun Tacker, T25 ✓	box	3
304	Stapler, Heavy Duty (Binder)	box	41
305	Stapler, Soft Touch, Small, No. 35, Black, 20 Sheets Pollex	box	100
306	Stapler, Standard Type, 200 Staples	box	1,205
307	Storage File Box, 16inches x 12inches x 10inches, Brown	box	100
308	Tape Dispenser Tabletop, big dual core holder	unit	438
309	Tape Dispenser, Handheld	piece	3
310	Tape, Masking 24mm, 50 meters length	roll	6,944
311	Twin Marker, Fine and Extra Thin Tip. Oil Base	piece	20
312	Twin Permanent Marker - Black, Double Tip, Bullet Point = 1.0 - 1.3mm, Needle Point = 0.5mm, Waterproof, Fadeproof Ink	piece	50
313	Whiteboard, 3inches x 5inches	piece	1
314	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (10.20cm x 5.2cm)	piece	1
315	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.2cm x 0.7cm)	piece	2
316	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.7cm x 1.5cm)	piece	1
317	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (5cm x 0.5cm)	piece	3
318	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (5cm x 1.2cm)	piece	2
319	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (6cm x 2.5cm)	piece	2
320	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (7cm x 1.5cm)	piece	2
321	Ballpen, black 0.7mm	piece	2,500
322	Ballpen, blue 0.7mm	piece	2,500

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: _____

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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. CGSD-25-OSD-0528

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.1	Cartolina, assorted color, 20 pieces per pack	
2	Computer Continuous Form, 1 Ply, 280mm x 241mm	
3	Data File Box, Horizontal made of chipboard, close ends	
4	Data Folder, Legal Size, Made of Chipboard, Taglia Lock	
5	Envelope, Documentary, A4, size, 500'sbox	
6	Envelope, Expanding, legal size. Kraft board, 100's	
7	Envelope, Mailing, Window, 500pcs/Box	
8	Envelope, Documentary, short, 50's/pack	
9	File Tab Divider, A4 Size, Five (5) Colors/Set	
10	File Tab Divider, legal size, (5 colors/set)	
11	Folder with tab, legal, brown folder, thick and heavy duty, 100pcs/pack	
12	Folder with white tab, A4, 100pcs/pack	
13	Folder, Clear, Legal, with Slide, Clear transparent plastic	
14	Index Card, 5x8 inches, 100's/Pack	
15	Data File Box, Vertical made of chipboard, close ends	
16	Envelope, Mailing White without window 500pcs per box	
17	Manila Paper, 36x48inches	
18	Note Pad, 2x3inches 100's/pad	
19	Note pad, Stick on self-adhesive 3x4inches, 100's/pad	
20	Note Pad, 3x3, Stick On, 100's/pad	
21	Paper, A3 Size, 80gsm	
22	Paper, Mimeo, A4 Size, 70gsm	
23	Paper, Mimeo, Legal Size, 70gsm	
24	Paper, Multi-purpose, 8.5x14, 80gsm	
25	Paper, Multi-copy, A4 Size, 80gsm	
26	Paper, Multi-copy, legal, 80gsm	
27	Paper, Multi-copy, Letter Size, 80gsm	
28	Paper, Multi-purpose, A4, 70gsm	
29	Paper, Multi-purpose, A4, 80gsm	
30	Paper, Multi-Purpose, Legal Size, 70gsm	
31	Paper, Multi-Purpose, Legal Size, 80gsm	
32	Paper, Sticker Paper, A4, 80gsm, Glossy, 10's/pack	
33	Paper, Parchment, A4, 85gsm, 10's/pack	
34	Photo paper, A4, 230gsm, 20 sheets/pack	
35	Pressboard folder, Legal, Assorted Colors, 100's/box	
36	Record Book, 300 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	
37	Record Book, 500 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	

38	Specialty Paper, A4, 180gsm, 10's/Pack, plain white	
39	Specialty Paper, Short, 180gsm, 10's/Pack, plain white	
40	Sticker Paper, A4, 90gsm, Glossy, 20's/Pack	
41	Stick-On Note 0.6inch x 2 inches / 1.5 x 5.1cm 100's/Pack- 5colors (assorted)	
42	Continuous form 3 ply 280mmx241mm	
43	Columnar Pad, 24 columns, 11inches x 14 inches	
44	Columnar Pad, 4 columns, 8.5inches x 11inches	
45	Envelope, Expanding, plastic, legal, transparent	
46	Paper Multi-copy, letter size, 70gsm	
47	Index card 3x5 inches, 100's/pack	
48	Photo paper, A4, 180gsm, 20s/pack	
49	Sticker paper, A4, 80gsm, matte, 10's/pack	
50	Thermal Paper, 80x70mm, 39m per roll, 70gsm, 50 pcs per box	
51	Photo Paper, A4, 120gsm, Double Sided Glossy, 50's/pack	
52	Photo Paper, 4R, 180gsm, 20's/pack	
53	Note Pad, Stick On, 0.5x1.7 inches, 25's/Pad	
54	Note Pad 3x5inches 100's/pad	
55	Specialty Paper, Legal, 180gsm, 10's/pack, plain white	
56	Sticky Note, 1.5inches x 2inches, 100's/pad, assorted Color	
57	Paper, sticker page markers, ½ x 2 inches, 100's/Pad	
58	Clip Board long with cover, 5 inches wire clip, with hanger holds	
59	Index Card, 5x8 inches, 500's/pack	
60	Folder with jacket, legal, plastic	
61	Paper, A3 Size, 70gsm	
62	Computer Continuous Form, 2 ply 280mmx241mm	
63	Paper, A4 Size, 100gsm	
64	Paper, Multi-Purpose, Letter Size, 70gsm	
65	Envelope, Expanding, A3 Size	
66	Data File Box Long File Box, Document Organizer, 3.5cm	
67	Looseleaf, Cover, Legal, 50 Sets Per Bundle	
68	Paper, A1 Size, 70gsm, 594mmX841mm	
69	Paper, Oslo, 20 Sheets Per Pack, 100gsm	
70	Specialty Paper, Short, 200gsm, Cream, 10's/Pack	
71	Sticky Note, 1.8 X 0.5 Inches, Assorted Colors, 125 Sheet/Pack	
72	Illustration Board, 30x40inches	
73	✓ Sticker Post-It, 5colors, tape flag, 11x43 mm, 100's/pack	
74	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete alphabet inserts for reading notes	
75	RC Glossy photo paper A4, 260gsm, 20sheets/pack	
76	Paper thermal, queuing tape. 80mm x 70mm, 50rolls/box	
77	Tape Paper, for adding machine, 57mm	
78	POS Paper Roll, 70mm x 70mm, thermal paper	
79	Watercolor Paper; 12inches x 18inches; 200gsm 10's per pack	
80	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Blue; 500 sheets per ream	
81	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Yellow; 500 sheets per ream	
82	Folder, Fancy, with slide, Legal size, 50pcs/bundle	
83	Specialty Paper, Vellum Board, Short, White 10 Sheets/pack	

84	Multipurpose (F4) size 216 x 330 mm, 500 sheets, 70gsm, Ultra White	
85	Clipboard with stand, Legal Size, plastic, foam, metal clip	
86	Colored Paper-Ordinary, Assorted color (8.5 x 11), 25 sheets/pack	
87	Specialty Paper, Vellum Board, White, A4 size 500 sheets/ream	
88	Meta Cards, assorted colors 500pc/ream (8.5inches x 5.5inches)	
89	Note Pad Stick-on, .07inchx 3inches, 1 pack, 4/pad, 100pcs/pad	
90	Note Book, Spiral 80 leaves/ pad, Size: 6 x 8.5 inches, assorted	
91	Envelope, documentary (10inches x 15inches) 500s/box	
92	Notebook A5 Steno notebook, lined, 80 sheets	
93	Index card (4 1/2 x 7 inches), 100/pack	
94	Paper Sticker, Stick-On Note 8 Line (8 Signs) 8 Line with printed (8 Signs) 0.5inchx 1.7inches/ 1.3x 4.3cm, 8x25 Sheets	
95	Paper Sticker, Sticky Notes SS-05 24Set 3inches x 4inches x 7.50inches with printed (sign here)	
96	Thermal Paper- roll, width: 2-1/4 inches or 57 mm, pack of 4 rolls, 1 ply	
97	Columnar Book 10 Columns, 16 x 280 mm, or 8.5 x 11 inches	
98	Data File Box Long Size Starfile, opening on the length with plastic pocket for label	
99	Data Folder Lever Arch Size Ring Binder (A4-size) 2 holes/ring	
100	Data Folder Lever Arch Size Ring Binder (Long-size) 2 holes/ring	
101	Specialty Paper vellum board, letter size, white or cream, 180gsm, 10s/pack	
102	Specialty Paper vellum board, white, A4, 120gsm, 10s/pack, for Certificate	
103	Specialty Paper, Short, 90gsm, 10's/Pack, plain white	
104	Record Book Log Books 7x11 inches, 200 pages	
105	Paper Sticker Page Marker printed arrow flags, 12 x 44mm 35pcs x 4packs	
106	Thermal Paper Width 57mm, diameter 50mm	
107	Arch File, 2-rings, 3-inches thick cover to cover, horizontal, 9.5 x 15.5 inches	
108	Arch File, Long 3-Spide Side Clip	
109	Computer Continuous Form, 3 ply, 280mm x 378mm	
110	Folder, fancy, clear, A4, 50pcs per pack	
111	Folder, L-type, Legal, 50 pieces per pack	
112	Wrapping Paper, kraft, 50's/pack	
113	Clearbook, A4 size: 310mm x 235mm (min.) Thickness: 0.5mm (min.), 20 transparent pockets (color green)	
114	Clearbook, legal size: 345mm x 235mm (min.) Thickness: 0.04mm (min.) 20 transparent pockets (color green)	
115	Specialty Paper, 120gsm, 10 Sheets per Pack - Size: A4, Texture: Matte	
116	Sticker Paper A4, Glossy, 20 sheets, 80gsm	
117	Sticker Paper A4, Matte, 20 sheets, 80gsm	

118	Photo Paper Photo Paper, Basis weight: 52lbs. thickness: 8.1 mil. ISO Brightness: 92, Opacity: 94%, Surface Finish	
119	Arch file Folder, A4 horizontal, P board	
120	Paper Roll - EA-7100p(58x25mm) 5rolls/pack	
121	Sticky Signature and Highlight Flag, 1/2inch x 2inches, 100 sheets/pad, 5 pads/pack	
122	Folder, L-type Folder, Clear plastic, 50s/pack Dimension: 216mm x 304mm / A4 size thickness: 0.17mm, clear	
123	Stand File Box Legal size, assorted colors, 15x9.5x4.5inches	
124	Arch File Folder, Long, Horizontal, PP board	
125	Envelope, plastic, clear, expanding, long, with push lock and handle	
126	Document Tray 3 layers data file box document file holder, data basket magazine rack metal, 25cm x 34.5cm	
127	Tickler Notebook Small Notebook Top and Side Spring 10pcs per pack	
128	Illustration Board 1/2, 20inches x 30inches	
129	Cash Register Tape Roll (57x67mm) 6 rolls per pack	
130	Carbon Film, A4, 100 pieces per box	
131	Advance Adding Machine Tape 57x70mm, 4 Rolls per Pack	
132	Specialty Paper-candle light, size 8.5inches x11inches, thickness: 90gsm good for laser/inkjet printers10's/pack)	
133	Sticker Paper-white (A4, white 10s/pack)	
134	Paper Sticky Flag - 25x43mm, 50 piece/box	
135	Accordion File Organizer, Legal 24 Pocket Expanding File Folder with Labels	
136	Photo Paper, glossy, A4, 220gsm, 255microns, 20s/pack	
137	Journal Notebook, hardcover, 200pages, A5 size	
138	Linen Paper, 8.5x11inches 120gms, 10s per pack	
139	Certificate Paper, 120gsm 8.5 x 11inches 10sheets/pack	
140	Folder Divider, Long White, 5 pcs/pack	
141	Ribbon, black and red double spool for electric calculator	
142	Illustration Board 1/2, 20inches x 30inches	
143	Parchment paper (180gsm; Cream color; 8.5 x 11)	
144	1-Hole Paper Puncher; Weight 0.09kg; Length 9cm; Width 5cm; Height 3cm	
145	48 Classic Colour Pencil with Sharpener	
146	Acetate Binder Cover A4-Size, Acetate Binder Cover 10pcs per pack	
147	Acetate Sheets, Long, 10 Sheets Per Pack	
148	Automatic Pencil Refill, 0.5mm Length Mechanical Pencil Lead, 1000 Pieces Per Box	
149	Ballpen Assorted Color Blue, Black, Red 50pcs/box	
150	Ballpen Super Color Marker Twin Marker, Black Tip Diameter: 2.0Mm (Fine), 0.8Mm (Extra-Fine)	
151	Ballpen / Ballpoint 0.5 Green	
152	Ballpen / Ballpoint 0.7 Black	
153	Ballpen / Ballpoint 0.7 Blue	
154	Ballpen / Ballpoint 0.7 Red	
155	Binding and Punching Machine, 50mm Binding Capacity	

156	Binding Cover Acetate PVC Clear - A4 Size Clear, A4, 200Mic, 100S	
157	Binding Cover Acetate PVC Clear - Legal Size Clear, Legal, 200Mic, 100s	
158	Chalk Stone, 120 Pcs Per Box	
159	Clear Book, 216mm x 330mm Legal Size, Refillable, Plastic Overall Size (Min) of Cover 353mm x 242mm (W) 0.48mm Thickness	
160	Clear Glue Pen Weight: 0.661kg Product Dimension: (WxHxL) 5.3inches x 6.1inches x 1.1inches, With Sponge Tip Made of a Special Polyethylene with Excellent Stability, tip is rounded for easy glue application	
161	Clear Glue Sponge Tip, 50cc/Tube	
162	Clearbook-A4 Size	
163	Clip Backfold 12pcs 1 1/4inches- 32mm	
164	Clip Backfold 12 pcs 2inches- 50mm	
165	Clip Backfold, 41mm, 12's/box	
166	Clip Board, Acrylic Board, Color: Assorted, Legal	
167	Clip Bulldog, 73mm (3inches), 125 per box	
168	Clipboard Long with cover, 5 inches wire clip, with hanger holds Color: Red, Green, Blue, Black	
169	Compact Disc, Rewritable, CD-R, Speed 52X/Capacity 700MB/80 Mins music with case, 50's/pack	
170	Cork Board Brown, 24inches x 36inches	
171	Cork Board, 2x4 feet, With Plywood	
172	Cork Bulletin Board Wooden frame with push pin and rope (50cm x 70cm)	
173	Correction Fluid, 15ml., Water Base	
174	Correction Pen 7ml	
175	Correction Tape, 8 Meters, Disposable, Usable Length, 8M	
176	Customized Stamp, 10.5 x 6cm, Blue	
177	Cutting Mat A3, Green, Materials: Hard PVC	
178	Dater Received Stamp Shiny, S-69, 4mm, Gray	
179	Dater Stamp Self Inking Stamp Pad	
180	Dating and Stamping Manual Stamp 4mm in size year up to 2028	
181	Desk File Organizer file holder 4 sections storage, materials: plastic, size: 30.5cm x 25.5cm x 30.5cm	
182	Docking Station USB C to Dual HDMI Adapter, 7 in 1	
183	Document Tray 3 layers data file box document file holder, data basket magazine rack metal	
184	Eraser Whiteboard Magnetic L = 10.9cm W = 2cm H = 5.6cm	
185	Eraser, Plastic/ Rubber soft, white, synthetic or natural rubber, non-toxic, dimensions are 30x20x10mm / 4cmx1.3cmx2cm, the eraser is able to remove pencil marks without stanning and erode at a uniform rate, works cleanly without damaging paper surface essential for erasing graphite, drafting film and tracing paper resists breakage, even with heavy use	
186	Ergonomic Stapler with Staple Wire remover; Bullet Size 6mm; Assorted Colors; capacity up to 20 sheets of 80g paper; No. 36	
187	Fastener, metal, 50 set/ box, Non-Sharp Edges	
188	Fastener, plastic, assorted color, 50 pcs/box	

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189	File organizer box with Lid, 40cm x 29 cm x 28.5 cm, black	
190	File Organizer, legal, Expanding, Plastic with garter lock with tab 12 pockets	
191	Ballpen Finepoint 0.5 Black	
192	Ballpen Finepoint 0.5 Blue	
193	Ballpen Finepoint 0.5 Red	
194	For Mechanical Pencil 0.7mm, 12pcs/tube	
195	Ballpen Gel Pen 0.5 Black	
196	Ballpen Gel Pen 0.5 Blue	
197	Ballpen Gel Pen 0.5 Red	
198	Gel Pen, 0.5mm, Green, 50pcs per box	
199	Gel Pen, 0.5mm, Violet, 50pcs per box	
200	Glue – 80grms/tube	
201	Glue Gun Electric - 20W Hot Melt Glue Gun With 7mm Glue Stick Mini Electric Heat Repair Tools DIY	
202	Glue Gun Stick, Big	
203	Glue Gun, 110V-240V, Good Quality, 40W, Big	
204	Glue Gun, Heavy Duty Hot Melt Glue Gun	
205	Glue -Hot Melt Glue Stick (7mm x 190mm) For DIY Art Clear Glue Gun	
206	Glue Padding, Red, 450ml., with brush	
207	Glue Stick Big	
208	Glue Stick, 21grams	
209	Glue Stick-Small	
210	Glue Tack, Multi-Purpose Removable and Reusable Adhesive	
211	Glue, All Purpose, 240grams	
212	Glue, Clear Water Glue, 50ml	
213	Heavy Duty Staple Wire, E0017 23/17, Staples Up To 120 Sheets, Zinc Plated Wire Iron Material, 1000'S/box	
214	Heavy Duty Stapler, Staple Size 23/6-23/25, Up To 210 Sheets, Abs Cover + All Metal Material, Front Loading, With Adjustable Graduation, Rotatable Anvil for Different Stapling Needs	
215	Heavy Duty Cutter Big Double Function Utility Knife Industrial, Zinc Alloy Body With TPR - Material of Blade: Sk2 - Auto Lock Function - Auto Retractable Function - Quick Change Blade - Includes 2pcs Additional Sk2 Blades - Blade Size: 61x19mm	
216	Heavy Duty Paper Cutter 0.5mm x 18mm x 100mm	
217	Heavy Duty Stapler Throat Depth: 60mm Type: Heavy-Duty Stapler Staple Capacity: 100 Size: Jumbo Power: Manual Sheet Capacity: 50/25 Material: Plastic Weight: 350g/250g Staple Size: 24/8,24/6,26/6 Dimensions: 150*70*35mm/125*75*35mm	
218	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt	
219	Hot Metal Glue Pellets for Binding Machine, 1kg.	
220	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete	

	alphabet inserts for reading notes, document classification, folders, catalogs, papers classifying and marking	
221	Laminating Film Roll, 12inches, 250microns, 50meters	
222	Laminating Film, 125mic legal, 125mic, 100's/box	
223	Laminating Film, A4 250 mic, transparent material, 100's/pack	
224	Laminating Film, A4, 125mic, 20's/pack	
225	Laminating Film, Hot Melt Gloss, 229mm x 50m	
226	Laminating Machine 6-in-1, A4, Hot and Cold	
227	Map Pin Head ✓ Round, typically made of plastic or metal, with a diameter of around 4.5mm to 9mm. Shaft: Hardened steel or metal, with a diameter of around 1.12mm. Length: The pin's length is usually around 9mm or longer. Color: Available in a variety of colors, such as black, red, or assorted colors. Packaging: Typically sold in packs of 100	
228	Marker White Board, Refill Black	
229	Marker, Fluorescent- Pen Highlighter - Colored Pen, 3Pcs/Set, Anti-Dry-Out Technology: 4 Hours Dry-Out Protection for Concentrated Work - 2 Line Widths 2 + 5 mm from Wide Marks for Blocks of Text to Thin Lines for Annotations, Dimension: 9cm x 1.5cm x 15cm, Colored Pen	
230	Marker, Permanent, Broad Type Black	
231	Marker, Permanent, Broad Type Blue	
232	Marker, Permanent, Broad Type Red	
233	Marker, Permanent, Bullet Type Black	
234	Marker, Permanent, Bullet Type Blue	
235	Marker, Permanent, Bullet Type Red	
236	Marker, Twin, Permanent, Black, Felt, Bullet Type, Permanent with Fine and Broad Point, Color Black	
237	Marker, Whiteboard, Bullet Type Red	
238	Marking Pen, Whiteboard, Bullet Type, Color: Green, Dimensions: 0.6inch x 5.3 inches;	
239	Marking Pen, Whiteboard, Bullet Type, Color: Violet, Dimensions: 0.6inch x 5.3inches	
240	Masking Tape 3/4inch x 25yards/roll	
241	Metal Triple Desk Tray Black (Dura metal), 3 Layers	
242	Multi-Colored Pen, -5 Ink Colors In 1 Pen (Black, Blue, Red, Green, Violet)- Point Tip: 0.7mm	
243	Paper Cutter, Heavy Duty, 12x10inches Wooden A3 A4 A5 B4 B ✓	
244	Paste, Water Well, 200gms	
245	Pen Ballpen - Fine Point (50pcs Black, 29pcs Blue and 20pcs Red)	
246	Pen Ballpoint, Ballpen - Fine Point (250pcs Black, 145pcs Blue, 195pcs Red, 60pcs Green, 60pcs Orange, and 60pcs Violet)	
247	Pen Holder Stainless Steel, Round	
248	Pen Holder, Acrylic	
249	Pencil Sharpener for Pencil, Desktop Sharpener, Suitable For 6-8mm Wooden and Colored Pencils; Weight: 385g; Dimension: 12cmx8cmx14cm	
250	Plastic Comb Binder Rings Thickness: 12mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	
251	Plastic Comb Binder Rings	

	Thickness: 20mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	
252	Plastic Cover - Thick #16 Thickness, 120cm Width	
253	Plastic Cover 13.5inches x 5m	
254	Plastic Cover Plastic Clear Cover Gauge #5 and #6 (Length: 50 Meters) - (Width: 1.2 Meters or 48 Inches)	
255	Puncher, For Paper with Two Hole Guide	
256	Push Pin Flat Head, Assorted Colors, 100's/box	
257	PVC Binding Acetate Cover Clear, A4 Size, 200Mic, 100's/Pack	
258	PVC Binding Cover Clear, Legal, 200Mic, 100's/pack	
259	Received Dater Self-Inking Stamp 4mm Pad Size	
260	Rewritable, DVD-R 16X Speed, 4.7GB, 120 Min.	
261	Ring Bind 19mm, PVC Binding, 10's/pack	
262	Ring Bind 32mm, Plastic 84 Rings, 10's/bundle	
263	Ring Bind 36-38mm, PVC Binding, 20's/pack	
264	Ring Binder Folder, 2inches/3inches Spine, 2 Rings, Finger Pull Hole, Lockable Front Cover, Size: Legal, Color: Red	
265	Ring Binder, 3-Ring A4, 2.5 Inches D-Type with Label on Side, Blue	
266	Ring Binder, 84 Rings, Plastic, 10mm/bundle	
267	Ring Binder, 84 Rings, Plastic, 6mm/bundle	
268	Ring Binder, Lever Arch file 9.5 x 15 Inches - 2.5 Inches	
269	Ring Binder-Seagull Ring Binder 3 Ring Cvp20 A4 2inches D Type PVC Cover with Front and Back Outer Pockets Blue. Durable Mechanism. Weight 0.7 Kg, Length 35.6cm, Width 2.5cm, Height 27.9cm	
270	Ruler, Plastic, 450mm	
271	Screw Post, 2.5inches 50 Pairs Per Packs	
272	Screw Post, 3inches 50 Pairs Per Packs	
273	Sharpener Dispenser - Heavy Duty, classic desktop pencil sharpener with table clamp to hold unit in place	
274	Sign Pen- Liquid Gel, Green .5mm	
275	Sign Pen- High-tech Pen (Black)	
276	Sign Pen- High-tech Pen (Blue)	
277	Sign Pen- Liquid Gel, Violet .5mm	
278	Sign Pen- V10-Broad/Large - Green, V10 Grip, Broad/Large, 1.0mm	
279	Sign Pen, Liquid Gel Ink, 0.7Mm Brown	
280	Signpen V10 Black	
281	Signpen V10 Blue	
282	Signpen V10 Red	
283	SPCI Triangular Scale, Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2 H5302	
284	Stamp for Received Documents with Date, 3.5cm x 5cm (Customized with Office Name Below)	
285	Stamp Pad Black Color, 118 x 81mm	
286	Stamp Pad Ink Refill 30ml, Black	
287	Stamp Pad Ink, Black, For Trodat, 50ml	
288	Stamp Pad Ink, Red, 30ml	
289	Stamp Pad, Felt Pad, Min 60mm x 100mm	
290	Stand File Box Color: Blue, Black, Green (Assorted Colors); Large Size: 15inches x 9.5 inches x 4.5inches Bundle of 5's/pack	
291	Staple Remover Plier Type, Plastic	
292	Staple Wire - 1217Fa-H 1/2inch 5/8inch, 23/17, 1,000 Staples	

293	Staple Wire Gun Tacker - Stainless, Heavy Duty, Staple Wire – 3/8 Inch, 1,000 Count	
294	Staple Wire, #35; 5,000Pcs/Box	
295	Staple Wire Standard, 5000'S/Box	
296	Staple Wire T50 Gun Tucker, T50, 10mm, 5000Staples/Box	
297	Staple Wire, 8mm, JT 21 Gun Tacker	
298	Staple Wire, Heavy Duty 23/6, 1,000pcs/box	
299	Staple Wire, Heavy Duty 23/8 1,000pcs/box	
300	Staple Wire, Heavy Duty 23/10 1,000pcs/box	
301	Staple Wire, No. 10, 1000's/Box	
302	Staple Wire, No. 23/13, 1000 Staples Per Box	
303	Staple Wire-Gun Tacker, T25 -	
304	Stapler, Heavy Duty (Binder)	
305	Stapler, Soft Touch, Small, No. 35, Black, 20 Sheets Pollex	
306	Stapler, Standard Type, 200 Staples	
307	Storage File Box, 16inches x 12inches x 10inches, Brown	
308	Tape Dispenser Tabletop, big dual core holder	
309	Tape Dispenser, Handheld	
310	Tape, Masking 24mm, 50 meters length	
311	Twin Marker, Fine and Extra Thin Tip. Oil Base	
312	Twin Permanent Marker - Black, Double Tip, Bullet Point = 1.0 - 1.3mm, Needle Point = 0.5mm, Waterproof, Fadeproof Ink	
313	Whiteboard, 3inches x 5inches	
314	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (10.20cm x 5.2cm)	
315	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.2cm x 0.7cm)	
316	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.7cm x 1.5cm)	
317	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (5cm x 0.5cm)	
318	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (5cm x 1.2cm)	
319	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (6cm x 2.5cm)	
320	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (7cm x 1.5cm)	
321	Ballpen, black 0.7mm	
322	Ballpen, blue 0.7mm	
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: _____

SCHEDULE OF DELIVERY

PROJECT NAME: PROCUREMENT OF VARIOUS OFFICE SUPPLIES
PROJECT NO. CGSD-25-OSD-0528

GENERAL DESCRIPTION	UNIT OF ISSUE	QTY	THREE (3) BATCHES UNTIL DECEMBER 31, 2025		
			1 st Batch QUANTITY	2 nd Batch QUANTITY	3 rd Batch QUANTITY
1	Cartolina, assorted color, 20 pieces per pack	Pack	524	174	174
2	Computer Continuous Form, 1 Ply, 280mm x 241mm	Box	2,271	757	757
3	Data File Box, Horizontal made of chipboard, close ends	Box	3,080	1,026	1,026
4	Data Folder, Legal Size, Made of Chipboard, Taglia Lock	Piece	917	305	305
5	Envelope, Documentary, A4, size, 500's/box	Box	64	64	
6	Envelope, Expanding, legal size. Kraft board, 100's	Box	475	158	158
7	Envelope, Mailing, Window, 500pcs/Box	Box	24	24	
8	Envelope, Documentary, short, 50's/pack	Pack	15	15	
9	File Tab Divider, A4 Size, Five (5) Colors/Set	Set	95	95	
10	File Tab Divider, legal size, (5 colors/set)	Set	293	293	
11	Folder with tab, legal, brown folder, thick and heavy duty, 100pcs/pack	Pack	1,794	598	598
12	Folder with white tab, A4, 100pcs/pack	Pack	1,422	474	474
13	Folder, Clear, Legal, with Slide, Clear transparent plastic	Piece	210	210	
14	Index Card, 5x8 inches, 100's/Pack	Pack	601	601	
15	Data File Box, Vertical made of chipboard, close ends	Box	291	291	
16	Envelope, Mailing White without window 500pcs per box	Box	112	112	
17	Manila Paper, 36x48inches	piece	2,634	878	878
18	Note Pad, 2x3inches 100's/pad	Pad	1,096	365	365
19	Note pad, Stick on self-adhesive 3x4inches, 100's/pad	Pad	1,470	490	490
20	Note Pad, 3x3, Stick On, 100's/pad	Pad	1,805	601	601
21	Paper, A3 Size, 80gsm	ream	88	88	
22	Paper, Mimeo, A4 Size, 70gsm	ream	1,647	549	549
23	Paper, Mimeo, Legal Size, 70gsm	ream	4,762	1,587	1,587
24	Paper Multi-purpose, 8.5x14, 80gsm	ream	160	160	
25	Paper, Multi-copy, A4 Size, 80gsm	ream	23,319	7,773	7,773
26	Paper, Multi-copy, legal, 80gsm	ream	36,473	12,157	12,157
27	Paper, Multi-copy, Letter Size, 80gsm	ream	131	131	
28	Paper, Multi-purpose, A4, 70gsm	ream	6,149	2,049	2,049
29	Paper, Multi-purpose, A4, 80gsm	ream	199	199	

30	Paper, Multi-Purpose, Legal Size, 70gsm	ream	6,004	2,001	2,001	2,002
31	Paper, Multi-Purpose, Legal Size, 80gsm	ream	189	189		
32	Paper, Sticker Paper, A4, 80gsm, Glossy, 10's/pack	pack	125	125		
33	Paper, Parchment, A4, 85gsm, 10's/pack	pack	662	220	220	222
34	Photo paper, A4, 230gsm, 20 sheets/pack	Pack	204	204		
35	Pressboard folder, Legal, Assorted Colors, 100's/box	Box	405	405		
36	Record Book, 300 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	Book	2,786	928	928	930
37	Record Book, 500 pages, 7.1 inches x 0.5inch x 11.2inches Color: Blue (Cover)	Book	6,072	2,024	2,024	2,024
38	Specialty Paper, A4, 180gsm, 10's/Pack, plain white	Pack	1,212	404	404	404
39	Specialty Paper, Short, 180gsm, 10's/Pack, plain white	Pack	117	117		
40	Sticker Paper, A4, 90gsm, Glossy, 20's/Pack	Pack	10	10		
41	Stick-On Note 0.6inch x 2 inches / 1.5 x 5.1cm 100's/Pack- 5colors (assorted)	Pack	50	50		
42	Continuous form 3 ply 280mmx241mm	Box	585	195	195	195
43	Columnar Pad, 24 columns, 11inches x 14 inches	Piece	4	4		
44	Columnar Pad, 4 columns, 8.5inches x 11inches	Piece	4	4		
45	Envelope, Expanding, plastic, legal, transparent	Piece	1,107	369	369	369
46	Paper Multi-copy, letter size, 70gsm	Ream	44	44		
47	Index card 3x5 inches, 100's/pack	Pack	42	42		
48	Photo paper, A4, 180gsm, 20s/pack	Pack	172	172		
49	Sticker paper, A4, 80gsm, matte, 10's/pack	Pack	629	209	209	211
50	Thermal Paper, 80x70mm, 39m per roll, 70gsm, 50 pcs per box	Box	151	151		
51	Photo Paper, A4, 120gsm, Double Sided Glossy, 50's/pack	Pack	240	240		
52	Photo Paper, 4R, 180gsm, 20's/pack	Pack	5	5		
53	Note Pad, Stick On, 0.5x1.7 inches, 25's/Pad	Pad	28	28		
54	Note Pad 3x5inches 100's/pad	Pad	40	40		
55	Specialty Paper, Legal, 180gsm, 10's/pack, plain white	Pack	720	240	240	240
56	Sticky Note, 1.5inches x 2inches, 100's/pad, assorted Color	Pad	550	550		
57	Paper, sticker page markers, ½ x 2 inches, 100's/Pad	Pad	116	116		
58	Clip Board long with cover, 5 inches wire clip, with hanger holds	Piece	20	20		

59	Index Card, 5x8 inches, 500's/pack	Pack	4	4		
60	Folder with jacket, legal, plastic	Piece	81	81		
61	Paper, A3 Size, 70gsm	Ream	65	65		
62	Computer Continuous Form, 2 ply 280mmx241mm	Box	500	166	166	168
63	Paper, A4 Size, 100gsm	Ream	3	3		
64	Paper, Multi-Purpose, Letter Size, 70gsm	Ream	600	200	200	200
65	Envelope, Expanding, A3 Size	Piece	100	100		
66	Data File Box Long File Box, Document Organizer, 3.5cm	Piece	16	16		
67	Looseleaf, Cover, Legal, 50 Sets Per Bundle	bundle	1	1		
68	Paper, A1 Size, 70gsm, 594mmX841mm	box	1	1		
69	Paper, Oslo, 20 Sheets Per Pack, 100gsm	Pack	100	100		
70	Specialty Paper, Short, 200gsm, Cream, 10's/Pack	Pack	38	38		
71	Sticky Note, 1.8 X 0.5 Inches, Assorted Colors, 125 Sheet/Pack	Pack	798	266	266	266
72	Illustration Board, 30x40inches	Piece	5	5		
73	Sticker, Post-It, 5colors, tape flag, 11x43 mm, 100's/pack	Pack	5	5		
74	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete alphabet inserts for reading notes	Box	65	65		
75	RC Glossy photo paper A4, 260gsm,20sheets/pack	Pack	10	10		
76	Paper thermal, queuing tape. 80mm x 70mm, 50rolls/box	Box	100	100		
77	Tape Paper, for adding machine, 57mm	Roll	600	600		
78	POS Paper Roll, 70mm x 70mm, thermal paper	Roll	600	200	200	200
79	Watercolor Paper; 12inches x 18inches; 200gsm 10's per pack	Pack	60	60		
80	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Blue; 500 sheets per ream	Ream	20	20		
81	Paper, Colored, Bond, 70-80gsm, size: 8.5inches x 13inches; color: Yellow; 500 sheets per ream	Ream	20	20		
82	Folder, Fancy, with slide, Legal size, 50pcs/bundle	Bundle	83	83		
83	Specialty Paper, Vellum Board, Short, White 10 Sheets/pack	Pack	156	156		
84	Multipurpose (F4) size 216 x 330 mm, 500 sheets, 70gsm, Ultra White	Ream	500	166	166	168
85	Clipboard with stand, Legal Size, plastic, foam, metal clip	Piece	11	11		
86	Colored Paper-Ordinary, Assorted color (8.5 x 11), 25 sheets/pack	Pack	150	150		

87	Specialty Paper, Vellum Board, White, A4 size 500 sheets/ream	Ream	12	12		
88	Meta Cards, assorted colors 500pc/ream (8.5inches x 5.5inches)	Ream	5	5		
89	Note Pad Stick-on, .07inchx 3inches, 1 pack, 4/pad, 100pcs/pad	Pack	100	100		
90	Note Book, Spiral 80 leaves/ pad, Size: 6 x 8.5 inches, assorted	Piece	1,140	380	380	380
91	Envelope, documentary (10inches x 15inches) 500s/box	Box	16	16		
92	Notebook A5 Steno notebook, lined, 80 sheets	Piece	50	50		
93	Index card (4 1/2 x 7 inches), 100/pack	Pack	100	100		
94	Paper Sticker, Stick-On Note 8 Line (8 Signs) 8 Line with printed (8 Signs) 0.5inchx 1.7inches/ 1.3x 4.3cm, 8x25 Sheets	Pack	150	150		
95	Paper Sticker, Sticky Notes SS-05 24Set 3inches x 4inches x 7.50inches with printed (sign here)	pack	10	10		
96	Thermal Paper- roll, width: 2-1/4 inches or 57 mm, pack of 4 rolls, 1 ply	Pack	10	10		
97	Columnar Book 10 Columns, 16 x 280 mm, or 8.5 x 11 inches	Piece	10	10		
98	Data File Box Long Size Starfile, opening on the length with plastic pocket for label	Piece	20	20		
99	Data Folder Lever Arch Size Ring Binder (A4-size) 2 holes/ring	Piece	40	40		
100	Data Folder Lever Arch Size Ring Binder (Long-size) 2 holes/ring	Piece	40	40		
101	Specialty Paper vellum board, letter size, white or cream, 180gsm, 10s/pack	Pack	105	105		
102	Specialty Paper vellum board, white, A4, 120gsm, 10s/pack, for Certificate	Pack	65	65		
103	Specialty Paper, Short, 90gsm, 10's/Pack, plain white	Pack	301	301		
104	Record Book Log Books 7x11 inches, 200 pages	Piece	8	8		
105	Paper Sticker Page Marker printed arrow flags, 12 x 44mm 35pcs x 4packs	Pack	2	2		
106	Thermal Paper Width 57mm, diameter 50mm	Roll	60	60		
107	Arch File, 2-rings, 3-inches thick cover to cover, horizontal, 9.5 x 15.5 inches	Piece	10	10		
108	Arch File, Long 3-Spide Side Clip	Piece	3	3		
109	Computer Continuous Form, 3 ply, 280mm x 378mm	Box	35	35		

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110	Folder, fancy, clear, A4, 50pcs per pack	Pack	1	1		
111	Folder, L-type, Legal, 50 pieces per pack	pack	64	64		
112	Wrapping Paper, kraft, 50's/pack	pack	2	2		
113	Clearbook, A4 size: 310mm x 235mm (min.) Thickness: 0.5mm (min.), 20 transparent pockets (color green)	piece	379	379		
114	Clearbook, legal size: 345mm x 235mm (min.) Thickness: 0.04mm (min.) 20 transparent pockets (color green)	piece	648	216	216	216
115	Specialty Paper, 120gsm, 10 Sheets per Pack - Size: A4, Texture: Matte	pack	500	500		
116	Sticker Paper A4, Glossy, 20 sheets, 80gsm	pack	40	40		
117	Sticker Paper A4, Matte, 20 sheets, 80gsm	pack	41	41		
118	Photo Paper Photo Paper, Basis weight: 52lbs. thickness: 8.1 mil. ISO Brightness: 92, Opacity: 94%, Surface Finish:	pack	75	75		
119	Arch file Folder, A4 horizontal, P board	piece	1,160	386	386	388
120	Paper Roll - EA-7100p(58x25mm) 5rolls/pack	pack	10	10		
121	Sticky Signature and Highlight Flag, 1/2inch x 2inches, 100 sheets/pad, 5 pads/pack	pack	50	50		
122	Folder, L-type Folder, Clear plastic, 50s/pack Dimension: 216mm x 304mm / A4 size thickness: 0.17mm, clear	pack	20	20		
123	Stand File Box Legal size, assorted colors, 15x9.5x4.5inches	piece	86	86		
124	Arch File Folder, Long, Horizontal, PP board	piece	214	214		
125	Envelope, plastic, clear, expanding, long, with push lock and handle	piece	250	250		
126	Document Tray 3 layers data file box document file holder, data basket magazine rack metal, 25cm x 34.5cm	piece	36	36		
127	Tickler Notebook Small Notebook Top and Side Spring 10pcs per pack	pack	10	10		
128	Illustration Board 1/2, 20inches x 30inches	piece	20	20		
129	Cash Register Tape Roll (57x67mm) 6 rolls per pack	piece	100	100		
130	Carbon Film, A4, 100 pieces per box	box	41	41		
131	Advance Adding Machine Tape 57x70mm, 4 Rolls per Pack	pack	12	12		

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132	Specialty Paper-candle light, size 8.5inches x11inches, thickness: 90gsm good for laser/inkjet printers10's/pack)	pack	100	100		
133	Sticker Paper-white (A4, white 10s/pack)	pack	50	50		
134	Paper Sticky Flag - 25x43mm, 50 piece/box	box	10	10		
135	Accordion File Organizer, Legal 24 Pocket Expanding File Folder with Labels	piece	60	60		
136	Photo Paper, glossy, A4, 220gsm, 255microns, 20s/pack	pack	100	100		
137	Journal Notebook, hardcover, 200pages, A5 size	piece	50	50		
138	Linen Paper, 8.5x11inches 120gms, 10s per pack	pack	50	50		
139	Certificate Paper, 120gsm 8.5 x 11inches 10sheets/pack	pack	50	50		
140	Folder Divider, Long White, 5 pcs/pack	pack	102	102		
141	Ribbon, black and red double spool for electric calculator	spool	12	12		
142	Illustration Board 1/2, 20inches x 30inches	piece	20	20		
143	Parchment paper (180gsm; Cream color; 8.5 x 11)	pack	835	278	278	279
144	1-Hole Paper Puncher; Weight 0.09kg; Length 9cm; Width 5cm; Height 3cm	piece	5	5		
145	48 Classic Colour Pencil with Sharpener	piece	5	5		
146	Acetate Binder Cover A4-Size, Acetate Binder Cover 10pcs per pack	pack	50	50		
147	Acetate Sheets, Long, 10 Sheets Per Pack	pack	10	10		
148	Automatic Pencil Refill, 0.5mm Length Mechanical Pencil Lead, 1000 Pieces Per Box	box	5	5		
149	Ballpen Assorted Color Blue, Black, Red 50pcs/box	box	100	100		
150	Ballpen Super Color Marker Twin Marker, Black Tip Diameter: 2.0Mm (Fine), 0.8Mm (Extra-Fine)	piece	100	100		
151	Ballpen / Ballpoint 0.5 Green	piece	544	544		
152	Ballpen / Ballpoint 0.7 Black	piece	14,200	4,733	4,733	4,734
153	Ballpen / Ballpoint 0.7 Blue	piece	3,568	1,189	1,189	1,190
154	Ballpen / Ballpoint 0.7 Red	piece	587	587		
155	Binding and Punching Machine, 50mm Binding Capacity	piece	9	9		
156	Binding Cover Acetate PVC Clear - A4 Size Clear, A4, 200Mic, 100S	piece	10	10		
157	Binding Cover Acetate PVC Clear - Legal Size Clear, Legal, 200Mic, 100s	pack	10	10		
158	Chalk Stone, 120 Pcs Per Box	box	50	50		

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159	Clear Book, 216mm x 330mm Legal Size, Refillable, Plastic Overall Size (Min) of Cover 353mm x 242mm (W) 0.48mm Thickness	piece	355	355		
160	Clear Glue Pen Weight: 0.661kg Product Dimension: (WxHxL) 5.3inches x 6.1inches x 1.1inches, With Sponge Tip Made of a Special Polyethylene with Excellent Stability, tip is rounded for easy glue application	piece	20	20		
161	Clear Glue Sponge Tip, 50cc/Tube	tube	50	50		
162	Clearbook-A4 Size	piece	3	3		
163	Clip Backfold 12pcs 1 1/4inches- 32mm	box	1,454	484	484	486
164	Clip Backfold 12 pcs 2inches- 50mm	box	1,653	551	551	551
165	Clip Backfold, 41mm, 12's/box	box	290	290		
166	Clip Board, Acrylic Board, Color: Assorted, Legal	piece	50	50		
167	Clip Bulldog, 73mm (3inches), 125 per box	box	55	55		
168	Clipboard Long with cover, 5 inches wire clip, with hanger holds Color: Red, Green, Blue, Black	piece	205	205		
169	Compact Disc, Rewritable, CD-R, Speed 52X/Capacity 700MB/80 Mins music with case, 50's/pack	pack	35	35		
170	Cork Board Brown, 24inches x 36inches	piece	5	5		
171	Cork Board, 2x4 feet, With Plywood	piece	25	25		
172	Cork Bulletin Board Wooden frame with push pin and rope (50cm x 70cm)	piece	1	1		
173	Correction Fluid, 15ml., Water Base	piece	92	92		
174	Correction Pen 7ml	piece	163	163		
175	Correction Tape, 8 Meters, Disposable, Usable Length, 8M	piece	6,036	2,012	2,012	2,012
176	Customized Stamp, 10.5 x 6cm, Blue	piece	5	5		
177	Cutting Mat A3, Green, Materials: Hard PVC	piece	5	5		
178	Dater Received Stamp Shiny, S- 69, 4mm, Gray	piece	2	2		
179	Dater Stamp Self Inking Stamp Pad	piece	33	33		
180	Dating and Stamping Manual Stamp 4mm in size year up to 2028	piece	11	11		
181	Desk File Organizer file holder 4 sections storage, materials: plastic, size: 30.5cm x 25.5cm x 30.5cm	piece	212	212		
182	Docking Station USB C to Dual HDMI Adapter, 7 in 1	piece	3	3		

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183	Document Tray 3 layers data file box document file holder, data basket magazine rack metal	piece	104	104		
184	Eraser Whiteboard Magnetic L = 10.9cm W = 2cm H = 5.6cm	piece	601	200	200	201
185	Eraser, Plastic/ Rubber soft, white, synthetic or natural rubber, non-toxic, dimensions are 30x20x10mm / 4cmx1.3cmx2cm, the eraser is able to remove pencil marks without stanning and erode at a uniform rate, works cleanly without damaging paper surface essential for erasing graphite, drafting film and tracing paper resists breakage, even with heavy use	piece	1,415	471	471	473
186	Ergonomic Stapler with Staple Wire remover; Bullet Size 6mm; Assorted Colors; capacity up to 20 sheets of 80g paper; No. 36	piece	10	10		
187	Fastener, metal, 50 set/ box, Non-Sharp Edges	box	4,421	1,473	1,473	1,475
188	Fastener, plastic, assorted color, 50 pcs/box	box	543	181	181	181
189	File organizer box with Lid, 40cm x 29 cm x 28.5 cm, black	piece	19	19		
190	File Organizer, legal, Expanding, Plastic with garter lock with tab 12 pockets	piece	169	169		
191	Ballpen Finepoint 0.5 Black	piece	25,487	8,495	8,495	8,497
192	Ballpen Finepoint 0.5 Blue	piece	3,472	1,157	1,157	1,158
193	Ballpen Finepoint 0.5 Red	piece	2,342	780	780	782
194	For Mechanical Pencil 0.7mm, 12pcs/tube	tube	30	30		
195	Ballpen Gel Pen 0.5 Black	piece	3,362	1,120	1,120	1,122
196	Ballpen Gel Pen 0.5 Blue	piece	2,325	775	775	775
197	Ballpen Gel Pen 0.5 Red	piece	336	336		
198	Gel Pen, 0.5mm, Green, 50pcs per box	box	3	3		
199	Gel Pen, 0.5mm, Violet, 50pcs per box	box	3	3		
200	Glue -- 80grms/tube	tube	100	100		
201	Glue Gun Electric - 20W Hot Melt Glue Gun With 7mm Glue Stick Mini Electric Heat Repair Tools DIY	unit	30	30		
202	Glue Gun Stick, Big	stick	30	30		
203	Glue Gun, 110V-240V, Good Quality, 40W, Big	unit	3	3		
204	Glue Gun, Heavy Duty Hot Melt Glue Gun	unit	2	2		

205	Glue -Hot Melt Glue Stick (7mm x 190mm) For DIY Art Clear Glue Gun	unit	500	166	166	168
206	Glue Padding, Red, 450ml., with brush	jar	5	5		
207	Glue Stick Big	stick	220	220		
208	Glue Stick, 21grams	piece	280	280		
209	Glue Stick-Small	stick	50	50		
210	Glue Tack, Multi-Purpose Removable and Reusable Adhesive	piece	10	10		
211	Glue, All Purpose, 240grams	jar	689	689		
212	Glue, Clear Water Glue, 50ml	bottle	30	30		
213	Heavy Duty Staple Wire, E0017 23/17, Staples Up To 120 Sheets, Zinc Plated Wire Iron Material, 1000'S/box	box	200	200		
214	Heavy Duty Stapler, Staple Size 23/6-23/25, Up To 210 Sheets, Abs Cover + All Metal Material, Front Loading, With Adjustable Graduation, Rotatable Anvil for Different Stapling Needs	unit	10	10		
215	Heavy Duty Cutter Big Double Function Utility Knife Industrial, Zinc Alloy Body With TPR - Material of Blade: Sk2 - Auto Lock Function - Auto Retractable Function - Quick Change Blade - Includes 2pcs Additional Sk2 Blades - Blade Size: 61x19mm	unit	40	40		
216	Heavy Duty Paper Cutter 0.5mm x 18mm x 100mm	unit	10	10		
217	Heavy Duty Stapler Throat Depth: 60mm Type: Heavy-Duty Stapler Staple Capacity: 100 Size: Jumbo Power: Manual Sheet Capacity: 50/25 Material: Plastic Weight: 350g/250g Staple Size: 24/8,24/6,26/6 Dimensions: 150*70*35mm/125*75*35mm	unit	5	5		
218	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt	pack	3	3		
219	Hot Metal Glue Pellets for Binding Machine, 1kg.	pack	3	3		
220	Index Tab, transparent, self-adhesive, 5 sets/box, 1 set consist of 2-pieces 6inches tab strips and 2 complete alphabet inserts for reading notes, document classification, folders, catalogs, papers classifying and marking	box	173	173		
221	Laminating Film Roll, 12inches, 250microns, 50meters	roll	16	16		
222	Laminating Film, 125mic legal, 125mic, 100's/box	box	60	60		

223	Laminating Film, A4 250 mic, transparent material, 100's/pack	pack	147	147		
224	Laminating Film, A4, 125mic, 20's/pack	pack	28	28		
225	Laminating Film, Hot Melt Gloss, 229mm x 50m	pack	10	10		
226	Laminating Machine 6-in-1, A4, Hot and Cold	pack	10	10		
227	Map Pin Head - Round, typically made of plastic or metal, with a diameter of around 4.5mm to 9mm. Shaft: Hardened steel or metal, with a diameter of around 1.12mm. Length: The pin's length is usually around 9mm or longer. Color: Available in a variety of colors, such as black, red, or assorted colors. Packaging: Typically sold in packs of 100	box	1	1		
228	Marker White Board, Refill Black	piece	20	20		
229	Marker, Fluorescent- Pen Highlighter - Colored Pen, 3Pcs/Set, Anti-Dry-Out Technology: 4 Hours Dry-Out Protection for Concentrated Work - 2 Line Widths 2 + 5 mm from Wide Marks for Blocks of Text to Thin Lines for Annotations, Dimension: 9cm x 1.5cm x 15cm, Colored Pen	set	1,261	420	420	421
230	Marker, Permanent, Broad Type Black	piece	215	215		
231	Marker, Permanent, Broad Type Blue	piece	15	15		
232	Marker, Permanent, Broad Type Red	piece	23	23		
233	Marker, Permanent, Bullet Type Black	piece	4,047	1,349	1,349	1,349
234	Marker, Permanent, Bullet Type Blue	piece	2,034	678	678	678
235	Marker, Permanent, Bullet Type Red	piece	931	310	310	311
236	Marker, Twin, Permanent, Black, Felt, Bullet Type, Permanent with Fine and Broad Point, Color Black	piece	137	137		
237	Marker, Whiteboard, Bullet Type Red	piece	664	664		
238	Marking Pen, Whiteboard, Bullet Type, Color: Green, Dimensions: 0.6inch x 5.3 inches;	piece	200	200		
239	Marking Pen, Whiteboard, Bullet Type, Color: Violet, Dimensions: 0.6inch x 5.3inches	piece	200	200		
240	Masking Tape 3/4inch x 25yards/roll	roll	200	200		
241	Metal Triple Desk Tray Black (Dura metal), 3 Layers	piece	5	5		

242	Multi-Colored Pen, -5 Ink Colors In 1 Pen (Black, Blue, Red, Green, Violet)- Point Tip: 0.7mm	piece	70	70		
243	Paper Cutter, Heavy Duty, 12x10inches Wooden A3 A4 A5 B4 B ✓	unit	1	1		
244	Paste, Water Well, 200gms	piece	22	22		
245	Pen Ballpen - Fine Point (50pcs Black, 29pcs Blue and 20pcs Red)	piece	99	99		
246	Pen Ballpoint, Ballpen - Fine Point (250pcs Black, 145pcs Blue, 195pcs Red, 60pcs Green, 60pcs Orange, and 60pcs Violet)	piece	770	256	256	258
247	Pen Holder Stainless Steel, Round	piece	15	15		
248	Pen Holder, Acrylic	piece	100	100		
249	Pencil Sharpener for Pencil, Desktop Sharpener, Suitable For 6-8mm Wooden and Colored Pencils; Weight: 385g; Dimension: 12cmx8cmx14cm	unit	192	192		
250	Plastic Comb Binder Rings Thickness: 12mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	5		
251	Plastic Comb Binder Rings Thickness: 20mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	5		
252	Plastic Cover - Thick #16 Thickness, 120cm Width	yard	25	25		
253	Plastic Cover 13.5inches x 5m	piece	10	10		
254	Plastic Cover Plastic Clear Cover Gauge #5 and #6 ✓ (Length: 50 Meters) - (Width: 1.2 Meters or 48 Inches)	roll	4	4		
255	Puncher, For Paper with Two Hole Guide	unit	666	222	222	222
256	Push Pin Flat Head, Assorted Colors, 100's/box	box	536	178	178	180
257	PVC Binding Acetate Cover Clear, A4 Size, 200Mic, 100's/Pack	pack	33	33		
258	PVC Binding Cover Clear, Legal, 200Mic, 100's/pack	pack	30	30		
259	Received Dater Self-Inking Stamp 4mm Pad Size	piece	3	3		
260	Rewritable, DVD-R 16X Speed, 4.7GB, 120 Min.	piece	25	25		
261	Ring Bind 19mm, PVC Binding, 10's/pack	pack	10	10		
262	Ring Bind 32mm, Plastic 84 Rings, 10's/bundle	pack	31	31		
263	Ring Bind 36-38mm, PVC Binding, 20's/pack	pack	10	10		
264	Ring Binder Folder, 2inches/3inches Spine, 2 Rings, Finger Pull Hole, Lockable Front Cover, Size: Legal, Color: Red	pack	340	340		

265	Ring Binder, 3-Ring A4, 2.5 Inches D-Type with Label on Side, Blue	bundle	3	3		
266	Ring Binder, 84 Rings, Plastic, 10mm/bundle	bundle	20	20		
267	Ring Binder, 84 Rings, Plastic, 6mm/bundle	bundle	10	10		
268	Ring Binder, Lever Arch file 9.5 x 15 Inches - 2.5 Inches	piece	70	70		
269	Ring Binder-Seagull Ring Binder 3 Ring Cvp20 A4 2inches D Type PVC Cover with Front and Back Outer Pockets Blue. Durable Mechanism. Weight 0.7 Kg, Length 35.6cm, Width 2.5cm, Height 27.9cm	piece	20	20		
270	Ruler, Plastic, 450mm	piece	801	267	267	267
271	Screw Post, 2.5inches 50 Pairs Per Packs	pack	50	50		
272	Screw Post, 3inches 50 Pairs Per Packs	pack	50	50		
273	Sharpener Dispenser - Heavy Duty, classic desktop pencil sharpener with table clamp to hold unit in place	unit	20	20		
274	Sign Pen- Liquid Gel, Green .5mm	piece	140	140		
275	Sign Pen- High-tech Pen (Black)	piece	200	200		
276	Sign Pen- High-tech Pen (Blue)	piece	200	200		
277	Sign Pen- Liquid Gel, Violet .5mm	piece	160	160		
278	Sign Pen- V10-Broad/Large - Green, V10 Grip, Broad/Large, 1.0mm	piece	500	500		
279	Sign Pen, Liquid Gel Ink, 0.7Mm Brown	piece	20	20		
280	Signpen V10 Black	piece	1,318	439	439	440
281	Signpen V10 Blue	piece	1,498	499	499	500
282	Signpen V10 Red	piece	24	24		
283	SPCI Triangular Scale, Metric 1:20 1:40 1:800 1:100 1:50 1:33 1/2 H5302	piece	5	5		
284	Stamp for Received Documents with Date, 3.5cm x 5cm (Customized with Office Name Below)	piece	3	3		
285	Stamp Pad Black Color, 118 x 81mm	piece	19	19		
286	Stamp Pad Ink Refill 30ml, Black	bottle	30	30		
287	Stamp Pad Ink, Black, For Trodat, 50ml	bottle	37	37		
288	Stamp Pad Ink, Red, 30ml	bottle	2	2		
289	Stamp Pad, Felt Pad, Min 60mm x 100mm	piece	628	628		
290	Stand File Box Color: Blue, Black, Green (Assorted Colors); Large Size: 15inches x 9.5 inches x 4.5inches , Bundle of 5's/pack	bundle	20	20		
291	Staple Remover Plier Type, Plastic	piece	1,476	492	492	492

292	Staple Wire - 1217Fa-H 1/2inch 5/8inch, 23/17, 1,000 Staples	box	300	300		
293	Staple Wire Gun Tacker - Stainless, Heavy Duty, Staple Wire - 3/8 Inch, 1,000 Count	box	20	20		
294	Staple Wire, #35; 5,000Pcs/Box	box	2,928	976	976	976
295	Staple Wire Standard, 5000'S/Box	box	1,989	663	663	663
296	Staple Wire T50 Gun Tucker, T50, 10mm, 5000Staples/Box	box	4	4		
297	Staple Wire, 8mm, JT 21 Gun Tacker	box	10	10		
298	Staple Wire, Heavy Duty 23/6, 1,000pcs/box	box	25	25		
299	Staple Wire, Heavy Duty 23/8 1,000pcs/box	box	5	5		
300	Staple Wire, Heavy Duty 23/10 1,000pcs/box	box	5	5		
301	Staple Wire, No. 10, 1000's/Box	box	40	40		
302	Staple Wire, No. 23/13, 1000 Staples Per Box	box	610	203	203	204
303	Staple Wire-Gun Tacker, T25 -	box	3	3		
304	Stapler, Heavy Duty (Binder)	box	41	41		
305	Stapler, Soft Touch, Small, No. 35, Black, 20 Sheets Pollex	box	100	100		
306	Stapler, Standard Type, 200 Staples	box	1,205	401	401	403
307	Storage File Box, 16inches x 12inches x 10inches, Brown	box	100	100		
308	Tape Dispenser Tabletop, big dual core holder	unit	438	438		
309	Tape Dispenser, Handheld	piece	3	3		
310	Tape, Masking 24mm, 50 meters length	roll	6,944	2,314	2,314	2,316
311	Twin Marker, Fine and Extra Thin Tip. Oil Base	piece	20	20		
312	Twin Permanent Marker - Black, Double Tip, Bullet Point = 1.0 - 1.3mm, Needle Point = 0.5mm, Waterproof, Fadeproof Ink	piece	50	50		
313	Whiteboard, 3inches x 5inches	piece	1	1		
314	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (10.20cm x 5.2cm)	piece	1	1		
315	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.2cm x 0.7cm)	piece	2	2		
316	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (4.7cm x 1.5cm)	piece	1	1		
317	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (5cm x 0.5cm)	piece	3	3		
318	Wooden Handle Customized Rubber Stamps for Remarks of	piece	2	2		

	Building Structure Plans (5cm x 1.2cm)					
319	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (6cm x 2.5cm)	piece	2	2		
320	Wooden Handle Customized Rubber Stamps for Remarks of Building Structure Plans (7cm x 1.5cm)	piece	2	2		
321	Ballpen, black 0.7mm	piece	2,500	833	833	834
322	Ballpen, blue 0.7mm	piece	2,500	833	833	834

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: _____

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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
[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing\]](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

Republic of the Philippines



Government Procurement Policy Board