

PHILIPPINE BIDDING DOCUMENTS

(Sixth Edition)



Procurement of **GOODS**

**PR no. MC2021-03-0050 – Supply and Delivery of Office Supplies
and Consumables for 1st and 2nd Quarter for the Offices of
BPSU Main Campus**

**Bataan Peninsula State University
2021**

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.



BATAAN PENINSULA STATE UNIVERSITY

City of Balanga 2100 Bataan
PHILIPPINES

INVITATION TO BID

PR no. MC2021-03-0050 – Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus

1. The *Bataan Peninsula State University*, through the *General Appropriations Act (GAA) of 2021* intends to apply the sum of – **One Million Eighty-seven Thousand Three Hundred Twenty-two Pesos only (Php 1,087,322.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus (PR no. MC2021-03-0050)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Bataan Peninsula State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *sixty (60) calendar days after receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *Bataan Peninsula State University* and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 April 2021** from the given address and website(s) below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos(php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person or electronic means*.

6. The *Bataan Peninsula State University* will hold a Pre-Bid Conference¹ on *April 22, 2021 9:00 AM at the Conference Rm. 1. Admin. Bldg., BPSU Main, Capitol Compound, City of Balanga, Bataan* and/or through videoconferencing/webcasting via *Google Meet*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission (in person or via courier) at the office address indicated below on or before *May 4, 2021 at 3:00 PM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *May 5, 2021, 9:00am* at the *Conference Rm. 1. Admin. Bldg., BPSU Main, Capitol Compound, City of Balanga, Bataan* and/or through *Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. a. *Payment of the applicable fee for the Bidding Documents can be deposited to:*

Account Name: BPSU
Account No.: 00000048-515-3
Bank/Branch: DBP – Balanga

A letter of intent should be emailed first to procurement_central@bpsu.edu.ph, after which a confirmation letter will be sent to the prospective bidder's email address before payment can be made. A copy of the deposit slip should be emailed to the Procurement Unit for verification.

b. *Each Bidder shall submit one (1) copy (marked ORIGINAL BID) of the first and second components of its bid. Moreover, the Procuring Entity requests for three (3) additional hard copies of the Original Bid (marked Copy 1, Copy 2 and Copy 3).*
11. The ***Bataan Peninsula State University*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

*BAC Secretariat/Procurement Unit
Bataan Peninsula State University - Main Campus,
Capitol Compound, City of Balanga 2100 Bataan
Telephone No.: (047) 237 1341
Email Address: procurement_central@bpsu.edu.ph
Website: www.bpsu.edu.ph*
13. You may visit the following websites:

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

For downloading of Bidding Documents: www.bpsu.edu.ph or www.philgeps.gov.ph

Date of Issue: 12 April 2021

JOSE PAULO B. TUAZON
BAC Chairperson

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, **Bataan Peninsula State University** wishes to receive Bids for the *Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus*, with identification number *PR no. MC2021-03-0050*.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, 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 **2021** in the amount of **One Million Eighty-seven Thousand Three Hundred Twenty-two Pesos only (Php 1,087,322.00)**

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

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:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary

requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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/webcasting} 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 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 Declaration² 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 shall be valid until *one hundred twenty (120) calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online 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

² 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.

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:
- Option 1 – 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Supply and Delivery of Office Supplies and Consumables</i> b. <i>Completed within the last three years prior to the deadline for the submission and receipt of bids.</i>
7.1	<i>No subcontracting is allowed.</i>
12	The price of the Goods shall be quoted DDP at City of Balanga, Bataan or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <i>Php21,746.44 (two percent (2%) of ABC)</i> 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 <i>Php 54,366.10 (five percent (5%) of ABC)</i> if bid security is in Surety Bond.
19.3	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20.2	<i>No additional requirement.</i>
21.2	<i>No additional requirement.</i>

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 to <i>City of Balanga, Bataan</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 to <i>City of Balanga, Bataan</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>Mr. Jason Banzon</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>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.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <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>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <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>one (1) year</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>two (2) months</i> 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</p>

	<p>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 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	The terms of payment shall be as follows: Partial payment is allowed for goods or items delivered and inspected.
4	The inspections and tests that will be conducted are: Checking based on the required specifications.

Section VI. Schedule of Requirements

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

Item No.	Description	QTY	Unit	Total	Delivered, Weeks/Months
	Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus	1	Lot		
1	ACETATE, thickness: 0.075mm min (gauge #3)	1	ream		
2	AIR FRESHENER, aerosol, 280ml/150g min	16	can		
3	Air Freshner 320 ml spray	27	can		
4	Alcohol 70% Isoprophyl 500 ml	146	bottle		
5	Ballpen - Black	5	pc		
6	Ballpen - Red	5	pc		
7	Ballpen Blue	36	pc		
8	Battery, 9V	60	pack		
9	BATTERY, dry cell, AA, 2 pieces per blister pack	100	pack		
10	BATTERY, dry cell, AAA, 2 pieces per blister pack	116	pack		
11	BATTERY, dry cell, D, 1.5 volts, alkaline	12	pack		
12	Binder Clip 1"	4	box		
13	Binder Clip 1/2"	4	box		
14	Binder Clip 2"	3	box		
15	BROOM, soft (tambo)	110	pc		
16	BROOM, stick (tingting)	50	pc		
17	Brother Printer Ink, Black	4	bottle		
18	Brother Printer Ink, Cyan	4	bottle		
19	Brother Printer Ink, Magenta	4	bottle		
20	Brother Printer Ink, Yellow	4	bottle		

21	Bulldog Clip 1 1/2"	1	doz		
22	Bulldog Clip 2 1/2"	1	doz		
23	Bulldog Clip 3"	1	doz		
24	CALCULATOR, compact, 12 digits	2	pc		
25	Canon Photodrum (IR1024)	4	Unit		
26	Canon Toner (IR 1024)	10	Unit		
27	CARTOLINA, assorted colors	1	pack		
28	CLEANER, TOILET BOWL AND URINAL,500ml cap(branded)	9	bottle		
29	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	10	bottle		
30	CLEANSER, scouring pad (heavy duty)	5	pc		
31	CLEANSER, SCOURING POWDER, 350g min./can	10	can		
32	CLEARBOOK, 20 transparent pockets, for A4 size	10	pc		
33	CLEARBOOK, 20 transparent pockets, for LEGAL size	30	pc		
34	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	2	box		
35	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	2	box		
36	Construction/ Colored Paper (Assorted Colors) Long (reams)	11	ream		
37	Correction fluid	3	btl		
38	Correction Pen 7ml	10	pc		
39	CORRECTION TAPE, film base type, UL 6m min	114	pc		
40	Coupon Bond, Long, substance 20	4	ream		
41	Coupon Bond, Short, substance 20	4	ream		
42	DATA FILE BOX, made of chipboard, with closed ends	30	pc		
43	DATA FOLDER, made of chipboard, taglia lock	35	pc		
44	DETERGENT BAR, 140 grams as packed	12	pc		
45	DETERGENT POWDER, all purpose, 1kg	47	pouch		
46	Developer Assembly IR 1024	5	Unit		

47	Dishwashing Liquid, ANTIBAC Refill 600ml	14	pouch		
48	DISINFECTANT SPRAY, aerosol type, 400-550 grams	52	can		
49	DISINFECTANT, bleaching solution 1L	4	btl		
50	DISINFECTANT, bleaching solution 500ml	12	btl		
51	DISINFECTANT, bleaching solution Gallon	30	gal		
52	Door Mat - Cotton	30	pc		
53	Door Mat - Rubber	4	pc		
54	Double Sided Tape 1" - w/out foam	22	roll		
55	Double Sided Tape 1/2" - w/ foam	24	roll		
56	Double Sided Tape 3/4" - w/ foam	41	roll		
57	DUST PAN, non-rigid plastic, w/ detachable handle	20	pc		
58	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	1	Unit		
59	ELECTRIC FAN, ORBIT type, ceiling, metal blade	2	Unit		
60	ELECTRIC FAN, STAND type, plastic blade	2	Unit		
61	ELECTRIC FAN, WALL type, plastic blade	2	Unit		
62	Envelope - Plastic w/ lock (Long) assorted color	5	pc		
63	Envelope - Plastic w/ lock (Short) assorted color	5	pc		
64	Envelope, brown - long	75	pc		
65	ENVELOPE, DOCUMENTARY, for A4 size document	1	box		
66	ENVELOPE, DOCUMENTARY, for legal size document	6	box		
67	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	15	box		
68	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	10	pc		
69	ENVELOPE, MAILING, white, 80gsm (-5%)	2	box		
70	Epson Ink 003 - Black	31	btl		
71	Epson Ink 003 - Cyan	27	btl		

72	Epson Ink 003 - Magenta	27	btl		
73	Epson Ink 003 - Yellow	27	btl		
74	Epson Ink, T6641, black	193	btl		
75	Epson Ink, T6642, cyan	63	btl		
76	Epson Ink, T6643, magenta	63	btl		
77	Epson Ink, T6644, yellow	62	btl		
78	EPSON Pinter Ink, CYAN	15	btl		
79	EPSON Printer Ink, BLACK	15	btl		
80	EPSON Printer Ink, MAGENTA	15	btl		
81	EPSON Printer Ink, T6731 - BLACK	5	btl		
82	EPSON Printer Ink, T6732 - CYAN	5	btl		
83	EPSON Printer Ink, T6733 - MAGENTA	5	btl		
84	EPSON Printer Ink, T6734 - YELLOW	5	btl		
85	EPSON Printer Ink, T6735 - Light Cyan	5	btl		
86	EPSON Printer Ink, T6736 - Light Magenta	5	btl		
87	EPSON Printer Ink, YELLOW	15	btl		
88	ERASER, FELT, for blackboard/whiteboard	18	pc		
89	ERASER, PLASTIC/RUBBER, for pencil draft/writing	7	pc		
90	Expanding Envelope w/ garter - brown, long	10	pc		
91	Expanding Folder (Long) - assorted color/Green	216	pc		
92	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	8	Unit		
93	Fabric Conditioner 1L	5	pouch		
94	Feather Duster	2	pc		
95	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	2	pc		
96	FLASH DRIVE, 16 GB capacity	19	Unit		
97	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	42	pc		
98	Foldable Tables (2.5ft x 6 ft x 3 ft)	16	pc		

99	FOLDER, FANCY, for A4 size documents	1	bundle		
100	FOLDER, FANCY, for legal size documents	7	bundle		
101	FOLDER, L-TYPE, PLASTIC, for legal size documents	3	box		
102	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	3	box		
103	FOLDER, TAGBOARD, for legal size documents	2	box		
104	FURNITURE CLEANER, aerosol type, 300ml min per can	26	can		
105	Gel pen - Blue	45	pc		
106	GLASS CLEANER, 500 ML	2	can		
107	Glue 130g	22	btl		
108	GLUE, all purpose, gross weight: 200 grams min	1	btl		
109	Hand Soap Bar 50gms	4	pc		
110	HAND, TOWEL	20	pc		
111	HDMI Male to VGA Female Video Adapter	20	pc		
112	Highlighter Pen - Blue	10	pc		
113	Highlighter Pen - Yellow	15	pc		
114	HP Original Ink 932 Black	2	cart		
115	INDEX TAB, self-adhesive, transparent	4	pack		
116	INSECTICIDE, aerosol type, net content: 600ml min	21	can		
117	Laminating Machine	2	Unit		
118	LED bulb	20	pc		
119	Ligth Bulb, LED, 7 watts 1 pc in individual box	23	pc		
120	Liquid Hand Soap	10	btl		
121	LOOSELEAF COVER, made of chipboard, for legal (50 pcs)	1	bundle		
122	MAGAZINE FILE BOX, LARGE size, made of chipboard	14	pc		
123	MARKER, FLUORESCENT, 3 assorted colors per set	30	pack		

124	MARKER, PERMANENT, bullet type, black	17	pc		
125	MARKER, whiteboard, black, felt tip, bullet type	150	pc		
126	MARKER, whiteboard, blue, felt tip, bullet type	40	pc		
127	MARKER, whiteboard, red, felt tip, bullet type	30	pc		
128	Masking Tape 1"	20	roll		
129	Morocco Folder w/ slider (Long) - assorted color	40	pc		
130	MOUSE, optical, USB connection type	36	Unit		
131	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	5	pc		
132	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	7	pc		
133	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	10	pc		
134	PAPER CLIP, vinyl/plastic coat, length: 32mm min	44	box		
135	PAPER CLIP, vinyl/plastic coat, length: 48mm min	44	box		
136	Paper Fastener - plastic	2	box		
137	Bond Paper/Coupon Bond (Short) 80 GSM	10	ream		
138	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	75	ream		
139	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	470	ream		
140	PAPER, Multi-Purpose (COPY) A4, 70 gsm	124	ream		
141	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	384	ream		
142	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	3	pc		
143	Pencil No. 1	24	pc		
144	Pencil Sharpener - Desk type/Heavy Duty (XL)	6	pc		
145	PENCIL, lead, w/ eraser, wood cased, hardness: HB	17	pc		
146	Photo Paper A4 High Gloss 240gsm	70	pack		
147	Photo Paper A4 High Gloss 260gsm	12	pack		

148	Push Pin - 100's	3	pack		
149	RAGS, all cotton, 32 pieces per kilogram min	35	kl		
150	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	13	pc		
151	Ring Binder 1" - plastic	40	pc		
152	Ring Binder 1/2" - plastic	60	pc		
153	Ring Binder 2" - plastic	20	pc		
154	RING BINDER, 80 rings, plastic, 32mm x 1.12m	9	bundle		
155	Ruler 12" - Plastic	100	pc		
156	RULER, plastic, 450mm (18"), width: 38mm min	7	pc		
157	Sanitizing Footbath Mat	10	pc		
158	SCISSORS, symmetrical, blade length: 65mm min	10	pc		
159	SCOURING PAD, made of synthetic nylon, 140 x 220mm	11	pc		
160	Sign pen - Black 0.5	10	pc		
161	Sign pen - Blue 0.3	32	pc		
162	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	60	pc		
163	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	125	pc		
164	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	30	pc		
165	Specialty Board Paper (White or Cream) S.24 - A4, in packs	20	pack		
166	Specialty Board Paper (White or Cream) S.24 - Long, in packs	22	pack		
167	STAMP "Received" and others (Self-Inking/Customized)	2	pc		
168	STAMP Ink (Self Inking/Customized)	6	btI		
169	STAMP PAD INK, purple or violet	1	btI		
170	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1	pc		
171	Standard Plastic Chairs w/o arm chairs	40	pc		
172	STAPLE REMOVER, PLIER-TYPE	5	pc		

173	Staple Wire No. 35	5	box		
174	STAPLE WIRE, for heavy duty staplers, (23/13)	25	box		
175	STAPLE WIRE, STANDARD, (26/6)	37	box		
176	Stapler HD 35 - 50/R with remover	7	pc		
177	STAPLER, BINDER TYPE, heavy duty, desktop	3	pc		
178	STAPLER, STANDARD TYPE, load cap: 200 staples min	4	pc		
179	Sticker Paper Non glossy - A4	70	pack		
180	Sticker Paper Non glossy - long	13	pack		
181	Sticky Note 3x5	2	pc		
182	TAPE DISPENSER, TABLE TOP, for 24mm width tape	10	pc		
183	TAPE, ELECTRICAL, 18mm x 16M min	15	roll		
184	TAPE, MASKING, width: 24mm (±1mm)	37	roll		
185	TAPE, MASKING, width: 48mm (±1mm)	25	roll		
186	TAPE, PACKAGING, width: 48mm (±1mm)	22	roll		
187	TAPE, TRANSPARENT, width: 24mm (±1mm)	43	roll		
188	TAPE, TRANSPARENT, width: 48mm (±1mm)	26	roll		
189	Toilet Brush with Cap Holder	10	pc		
190	Toilet Deodorizer 50gms refill	28	pc		
191	Toilet Deodorizer 50gms with case	32	pc		
192	TORNADO MOP- Refill	2	pc		
193	TORNADO MOP-Big (Heavy Duty)	3	pc		
194	Transparent/Scotch Tape 1"	30	roll		
195	Trash Bin with cover, plastic	10	pc		
196	TRASHBAG, plastic, black, 10pcs/roll - Extra-Large	1	roll		
197	TRASHBAG, plastic, black, 10pcs/roll - Large	30	roll		
198	TRASHBAG, plastic, black, 10pcs/roll - XX-Large	50	roll		

199	TRASHBAG, plastic, transparent	55	roll		
200	Ultra HD HDMI Cable V2.0 High Speed 10m	20	pc		
201	White Board Marker - Black	165	pc		
202	White Board Marker Refill Ink - Black	57	bottle		
	FOR DATA CENTER				
203	Ink for Epson L5190 (Epson 003), Black	30	btl		
204	Ink for Epson L5190 (Epson 003), Cyan, Magenta, Yellow	10	set		
	FOR CLASSROOM PREPARATION				
205	Colored Duct Tape, Green, 2"	75	roll		
206	Colored Duct Tape, Yellow, 2"	75	roll		
	***** Nothing Follows*****				

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

Item No.	Specification	QTY	Unit	Statement of Compliance
	Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus	1	Lot	
1	ACETATE, thickness: 0.075mm min (gauge #3)	1	ream	
2	AIR FRESHENER, aerosol, 280ml/150g min	16	can	
3	Air Freshner 320 ml spray	27	can	
4	Alcohol 70% Isoprophyl 500 ml	146	bottle	
5	Ballpen - Black	5	pc	
6	Ballpen - Red	5	pc	
7	Ballpen Blue	36	pc	
8	Battery, 9V	60	pack	
9	BATTERY, dry cell, AA, 2 pieces per blister pack	100	pack	
10	BATTERY, dry cell, AAA, 2 pieces per blister pack	116	pack	
11	BATTERY, dry cell, D, 1.5 volts, alkaline	12	pack	
12	Binder Clip 1"	4	box	
13	Binder Clip 1/2"	4	box	
14	Binder Clip 2"	3	box	
15	BROOM, soft (tambo)	110	pc	
16	BROOM, stick (tingting)	50	pc	
17	Brother Printer Ink, Black	4	bottle	
18	Brother Printer Ink, Cyan	4	bottle	
19	Brother Printer Ink, Magenta	4	bottle	
20	Brother Printer Ink, Yellow	4	bottle	
21	Bulldog Clip 1 1/2"	1	doz	

22	Bulldog Clip 2 1/2"	1	doz	
23	Bulldog Clip 3"	1	doz	
24	CALCULATOR, compact, 12 digits	2	pc	
25	Canon Photodrum (IR1024)	4	Unit	
26	Canon Toner (IR 1024)	10	Unit	
27	CARTOLINA, assorted colors	1	pack	
28	CLEANER, TOILET BOWL AND URINAL,500ml cap(branded)	9	bottle	
29	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	10	bottle	
30	CLEANSER, scouring pad (heavy duty)	5	pc	
31	CLEANSER, SCOURING POWDER, 350g min./can	10	can	
32	CLEARBOOK, 20 transparent pockets, for A4 size	10	pc	
33	CLEARBOOK, 20 transparent pockets, for LEGAL size	30	pc	
34	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	2	box	
35	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	2	box	
36	Construction/ Colored Paper (Assorted Colors) Long (reams)	11	ream	
37	Correction fluid	3	btl	
38	Correction Pen 7ml	10	pc	
39	CORRECTION TAPE, film base type, UL 6m min	114	pc	
40	Coupon Bond, Long, substance 20	4	ream	
41	Coupon Bond, Short, substance 20	4	ream	
42	DATA FILE BOX, made of chipboard, with closed ends	30	pc	
43	DATA FOLDER, made of chipboard, taglia lock	35	pc	
44	DETERGENT BAR, 140 grams as packed	12	pc	
45	DETERGENT POWDER, all purpose, 1kg	47	pouch	
46	Developer Assembly IR 1024	5	Unit	

47	Dishwashing Liquid, ANTIBAC Refill 600ml	14	pouch	
48	DISINFECTANT SPRAY, aerosol type, 400-550 grams	52	can	
49	DISINFECTANT, bleaching solution 1L	4	btl	
50	DISINFECTANT, bleaching solution 500ml	12	btl	
51	DISINFECTANT, bleaching solution Gallon	30	gal	
52	Door Mat - Cotton	30	pc	
53	Door Mat - Rubber	4	pc	
54	Double Sided Tape 1" - w/out foam	22	roll	
55	Double Sided Tape 1/2" - w/ foam	24	roll	
56	Double Sided Tape 3/4" - w/ foam	41	roll	
57	DUST PAN, non-rigid plastic, w/ detachable handle	20	pc	
58	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	1	Unit	
59	ELECTRIC FAN, ORBIT type, ceiling, metal blade	2	Unit	
60	ELECTRIC FAN, STAND type, plastic blade	2	Unit	
61	ELECTRIC FAN, WALL type, plastic blade	2	Unit	
62	Envelope - Plastic w/ lock (Long) assorted color	5	pc	
63	Envelope - Plastic w/ lock (Short) assorted color	5	pc	
64	Envelope, brown - long	75	pc	
65	ENVELOPE, DOCUMENTARY, for A4 size document	1	box	
66	ENVELOPE, DOCUMENTARY, for legal size document	6	box	
67	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	15	box	
68	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	10	pc	
69	ENVELOPE, MAILING,white, 80gsm (-5%)	2	box	
70	Epson Ink 003 - Black	31	btl	
71	Epson Ink 003 - Cyan	27	btl	

72	Epson Ink 003 - Magenta	27	btl	
73	Epson Ink 003 - Yellow	27	btl	
74	Epson Ink, T6641, black	193	btl	
75	Epson Ink, T6642, cyan	63	btl	
76	Epson Ink, T6643, magenta	63	btl	
77	Epson Ink, T6644, yellow	62	btl	
78	EPSON Pinter Ink, CYAN	15	btl	
79	EPSON Printer Ink, BLACK	15	btl	
80	EPSON Printer Ink, MAGENTA	15	btl	
81	EPSON Printer Ink, T6731 - BLACK	5	btl	
82	EPSON Printer Ink, T6732 - CYAN	5	btl	
83	EPSON Printer Ink, T6733 - MAGENTA	5	btl	
84	EPSON Printer Ink, T6734 - YELLOW	5	btl	
85	EPSON Printer Ink, T6735 - Light Cyan	5	btl	
86	EPSON Printer Ink, T6736 - Light Magenta	5	btl	
87	EPSON Printer Ink, YELLOW	15	btl	
88	ERASER, FELT, for blackboard/whiteboard	18	pc	
89	ERASER, PLASTIC/RUBBER, for pencil draft/writing	7	pc	
90	Expanding Envelope w/ garter - brown, long	10	pc	
91	Expanding Folder (Long) - assorted color/Green	216	pc	
92	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	8	Unit	
93	Fabric Conditioner 1L	5	pouch	
94	Feather Duster	2	pc	
95	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	2	pc	
96	FLASH DRIVE, 16 GB capacity	19	Unit	
97	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	42	pc	
98	Foldable Tables (2.5ft x 6 ft x 3 ft)	16	pc	

99	FOLDER, FANCY, for A4 size documents	1	bundle	
100	FOLDER, FANCY, for legal size documents	7	bundle	
101	FOLDER, L-TYPE, PLASTIC, for legal size documents	3	box	
102	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	3	box	
103	FOLDER, TAGBOARD, for legal size documents	2	box	
104	FURNITURE CLEANER, aerosol type, 300ml min per can	26	can	
105	Gel pen - Blue	45	pc	
106	GLASS CLEANER, 500 ML	2	can	
107	Glue 130g	22	btl	
108	GLUE, all purpose, gross weight: 200 grams min	1	btl	
109	Hand Soap Bar 50gms	4	pc	
110	HAND, TOWEL	20	pc	
111	HDMI Male to VGA Female Video Adapter	20	pc	
112	Highlighter Pen - Blue	10	pc	
113	Highlighter Pen - Yellow	15	pc	
114	HP Original Ink 932 Black	2	cart	
115	INDEX TAB, self-adhesive, transparent	4	pack	
116	INSECTICIDE, aerosol type, net content: 600ml min	21	can	
117	Laminating Machine	2	Unit	
118	LED bulb	20	pc	
119	Ligth Bulb, LED, 7 watts 1 pc in individual box	23	pc	
120	Liquid Hand Soap	10	btl	
121	LOOSELEAF COVER, made of chipboard, for legal (50 pcs)	1	bundle	
122	MAGAZINE FILE BOX, LARGE size, made of chipboard	14	pc	
123	MARKER, FLUORESCENT, 3 assorted colors per set	30	pack	

124	MARKER, PERMANENT, bullet type, black	17	pc	
125	MARKER, whiteboard, black, felt tip, bullet type	150	pc	
126	MARKER, whiteboard, blue, felt tip, bullet type	40	pc	
127	MARKER, whiteboard, red, felt tip, bullet type	30	pc	
128	Masking Tape 1"	20	roll	
129	Morocco Folder w/ slider (Long) - assorted color	40	pc	
130	MOUSE, optical, USB connection type	36	Unit	
131	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	5	pc	
132	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	7	pc	
133	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	10	pc	
134	PAPER CLIP, vinyl/plastic coat, length: 32mm min	44	box	
135	PAPER CLIP, vinyl/plastic coat, length: 48mm min	44	box	
136	Paper Fastener - plastic	2	box	
137	Bond Paper/Coupon Bond (Short) 80 GSM	10	ream	
138	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	75	ream	
139	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	470	ream	
140	PAPER, Multi-Purpose (COPY) A4, 70 gsm	124	ream	
141	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	384	ream	
142	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	3	pc	
143	Pencil No. 1	24	pc	
144	Pencil Sharpener - Desk type/Heavy Duty (XL)	6	pc	
145	PENCIL, lead, w/ eraser, wood cased, hardness: HB	17	pc	
146	Photo Paper A4 High Gloss 240gsm	70	pack	
147	Photo Paper A4 High Gloss 260gsm	12	pack	

148	Push Pin - 100's	3	pack	
149	RAGS, all cotton, 32 pieces per kilogram min	35	kl	
150	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	13	pc	
151	Ring Binder 1" - plastic	40	pc	
152	Ring Binder 1/2" - plastic	60	pc	
153	Ring Binder 2" - plastic	20	pc	
154	RING BINDER, 80 rings, plastic, 32mm x 1.12m	9	bundle	
155	Ruler 12" - Plastic	100	pc	
156	RULER, plastic, 450mm (18"), width: 38mm min	7	pc	
157	Sanitizing Footbath Mat	10	pc	
158	SCISSORS, symmetrical, blade length: 65mm min	10	pc	
159	SCOURING PAD, made of synthetic nylon, 140 x 220mm	11	pc	
160	Sign pen - Black 0.5	10	pc	
161	Sign pen - Blue 0.3	32	pc	
162	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	60	pc	
163	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	125	pc	
164	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	30	pc	
165	Specialty Board Paper (White or Cream) S.24 - A4, in packs	20	pack	
166	Specialty Board Paper (White or Cream) S.24 - Long, in packs	22	pack	
167	STAMP "Received" and others (Self-Inking/Customized)	2	pc	
168	STAMP Ink (Self Inking/Customized)	6	btl	
169	STAMP PAD INK, purple or violet	1	btl	
170	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1	pc	
171	Standard Plastic Chairs w/o arm chairs	40	pc	
172	STAPLE REMOVER, PLIER-TYPE	5	pc	

173	Staple Wire No. 35	5	box	
174	STAPLE WIRE, for heavy duty staplers, (23/13)	25	box	
175	STAPLE WIRE, STANDARD, (26/6)	37	box	
176	Stapler HD 35 - 50/R with remover	7	pc	
177	STAPLER, BINDER TYPE, heavy duty, desktop	3	pc	
178	STAPLER, STANDARD TYPE, load cap: 200 staples min	4	pc	
179	Sticker Paper Non glossy - A4	70	pack	
180	Sticker Paper Non glossy - long	13	pack	
181	Sticky Note 3x5	2	pc	
182	TAPE DISPENSER, TABLE TOP, for 24mm width tape	10	pc	
183	TAPE, ELECTRICAL, 18mm x 16M min	15	roll	
184	TAPE, MASKING, width: 24mm (±1mm)	37	roll	
185	TAPE, MASKING, width: 48mm (±1mm)	25	roll	
186	TAPE, PACKAGING, width: 48mm (±1mm)	22	roll	
187	TAPE, TRANSPARENT, width: 24mm (±1mm)	43	roll	
188	TAPE, TRANSPARENT, width: 48mm (±1mm)	26	roll	
189	Toilet Brush with Cap Holder	10	pc	
190	Toilet Deodorizer 50gms refill	28	pc	
191	Toilet Deodorizer 50gms with case	32	pc	
192	TORNADO MOP- Refill	2	pc	
193	TORNADO MOP-Big (Heavy Duty)	3	pc	
194	Transparent/Scotch Tape 1"	30	roll	
195	Trash Bin with cover, plastic	10	pc	
196	TRASHBAG, plastic, black, 10pcs/roll - Extra-Large	1	roll	
197	TRASHBAG, plastic, black, 10pcs/roll - Large	30	roll	
198	TRASHBAG, plastic, black, 10pcs/roll - XX-Large	50	roll	

199	TRASHBAG, plastic, transparent	55	roll	
200	Ultra HD HDMI Cable V2.0 High Speed 10m	20	pc	
201	White Board Marker - Black	165	pc	
202	White Board Marker Refill Ink - Black	57	bottle	
	FOR DATA CENTER			
203	Ink for Epson L5190 (Epson 003), Black	30	btl	
204	Ink for Epson L5190 (Epson 003), Cyan, Magenta, Yellow	10	set	
	FOR CLASSROOM PREPARATION			
205	Colored Duct Tape, Green, 2"	75	roll	
206	Colored Duct Tape, Yellow, 2"	75	roll	
	***** Nothing Follows*****			

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);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) 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; **and**
- ☐ (g) 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; **and**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (m) 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)

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

