



Republic of the Philippines  
PROVINCE OF CAGAYAN  
Alimannao, Peñablanca, Cagayan

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply and Delivery of Office Supplies**

Government of the Republic of the  
Philippines

**March 20, 2021**

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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



Republic of the Philippines  
**PROVINCE OF CAGAYAN**  
Municipality of Peñablanca

## PROVINCIAL BIDS AND AWARDS COMMITTEE GOODS AND SERVICES

### INVITATION TO BID FOR

### Supply and Delivery of Office Supplies

1. The Provincial Government of Cagayan, through the Annual Budget Appropriations intends to apply the sum of **P 6,143,403.00** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies/** [Goods 0017-2021]. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The Provincial Government of Cagayan- Bids and Awards Committee now invites bids for the above Procurement Project. Delivery of the Goods is required by 30 days. Bidders should have completed, within the last five 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from Bids and Awards Committee - Goods and Services (BAC-GS) of the Provincial Government of Cagayan and inspect the Bidding Documents at the address given below during Mondays to Fridays from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 20-April 13, 2021** from the given address and website below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **P 10,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The Provincial Government of Cagayan- Bids and Awards Committee (Goods and Services) will hold a Pre-Bid Conference<sup>1</sup> on **March 29, 2021, 9:30 a.m.** at 2<sup>nd</sup> Floor, GSO Building, BAC Conference Room, Capitol Compound, Capitol Hills, Alimannao Peñablanca Cagayan and/or through video conferencing or webcasting via Google Meetings/Zoom Meetings (meeting link shall be posted in the official facebook page of the BAC), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **April 13, 2021, 9:00 a.m.** 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 **April 13, 2021, 10:15 a.m.** at the given address below and/or via Google Meetings. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Provincial Government of Cagayan reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**ATTY. IAN LUIS C. AGUILA, CPA**

Head, BAC Secretariat/General Services Officer  
Capitol Hills, Capitol Compound,  
Alimannao Peñablanca Cagayan  
pbac.cagayan@gmail.com  
(078) 396-2143

12. You may visit the following websites:

For downloading of Bidding Documents: [www.cagayan.gov.ph](http://www.cagayan.gov.ph)  
For Google Meetings link:  PBAC Cagayan-Goods and Services

March 20, 2021.

**ATTY. ROGELIO R. TALIPING, JR.**

Vice-Chairperson  
PBAC Goods and Services

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<sup>1</sup> 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.

# Section II. Instructions to Bidders

## 1. Scope of Bid

The Procuring Entity, Provincial Government of Cagayan wishes to receive Bids for the **Supply and Delivery of Office Supplies**, with identification number **Goods 0017-2021**.

The Procurement Project (referred to herein as "Project") is composed of **197 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 **F.Y. 2021** in the amount of **P 6,143,403.00**

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 limited to those allowed under the rules may participate in this Project.
- 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. **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:

- a. **Subcontracting is not allowed.**
- 7.2. 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 **2<sup>nd</sup> Floor GSO Building, BAC Conference Room, Capitol Hills, Alimannao Peñablanca Cagayan /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 five years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

### **13. Bid and Payment Currencies**

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

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for 120 days reckoning from the bid opening. 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 four copies of the first and second components of its Bid. **One (1) copy marked "ORIGINAL" and 3 photocopies, properly tabbed/labeled.**

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 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.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 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

## 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

<b>ITB Clause</b>				
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li><b>a. Supply and Delivery of Office Supplies.</b></li> <li>b. Completed within the last 5 years prior to the deadline for the submission and receipt of bids.</li> </ul>			
7.1	Sub-contracting is not allowed.			
12	The price of the Goods shall be quoted DDP Provincial Government of Cagayan 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"> <li>a. The amount of not less than two percent (2%) of the ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than five percent (5%) of the ABC if bid security is in Surety Bond.</li> </ul>			
19.3	<b>No.</b>	<b>Particulars</b>	<b>Qty</b>	<b>ABC</b>
	1	Refer to Sechedule of Requirements		6,143,403.00
20.2	No further instructions.			
21.2	<b>ADDITIONAL DOCUMENTS REQUIRED:</b> <ol style="list-style-type: none"> <li>1. Statement of Manpower Requirement</li> <li>2. Aftersales Service/Parts Warranty Statement in compliance with Section VII</li> <li>3. Un-amended Sales Literature/Brochure</li> </ol>			

# Section IV. General 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

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered Tuguegarao City Cagayan. 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 Tuguegarao City Cagayan. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

	<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. <b>ADDITIONAL INCIDENTAL SERVICES</b></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><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period <b>three (3) times the warranty period</b>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 15 working days of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment</p>

	<p>and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are: <b>Inspection and Testing of the Technical Specifications required</b>

# 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	Unit	Qty	Total	Delivered Weeks/Months
1	Acetate PVC Cover Long	ream	20	6,143,403.00	30 days
2	Ballpen Black 50's/box (good quality)	box	200		
3	Ballpen blue 50's (good Quality)	box	100		
4	Ballpen red 50's (good quality)	box	10		
5	Battery 9V	piece	100		
6	Battery AA,4pcs/pack	pack	350		
7	Battery AAA,4pcs/pack	pack	350		
8	Carbon Film Long 100s	box	20		
9	clip back fold 19mm 12's/box	box	40		
10	clip back fold 25 mm 12's/box	box	40		
11	clip back fold 50mm 12's/box	box	40		
12	columnar pad 18 columns	pad	10		
13	columnar pad 30 columns	pad	20		
14	continous form 3ply,280x	box	5		
15	correction fluid pen type( good quality)	piece	100		
16	correction tape 8mx5mm	piece	350		
17	cutter blade heavy duty	piece	36		
18	clear book 20's transparent (long)	piece	30		
19	Clear book 20's transparent (short)	piece	30		
20	certificate holder,plastic frame w/ glass short	piece	100		
21	certificate holder,plastic ,A4	piece	100		
22	cutter knife , heavy duty	piece	20		
23	data file box, legal size	piece	40		
24	dating and stamping machine	unit	10		
25	envelope plastic with handle,legal	piece	100		
26	envelope mailing legal,white	box	10		
27	envelope documentary,legal	box	20		
28	envelope documentary, short	box	10		
29	eraser felt white board	piece	20		
30	fastener plastic 50 sets/box	box	100		
31	fastener metal 70mm	box	100		
32	Folder legal 100s 14pts	bundle	60		
33	Folder short 100s 14pts	bundle	20		
34	Folder with metal tap green long	piece	200		
35	folder tagboard legal	bundle	50		
36	leave card good quality'	piece	300		
37	linen paper 8.5x11 peach	pack	50		
38	marker flourescent (highlighter)3	set	100		
39	marker permanent black broad 12's	box	200		
40	marker permanent black fine , 12's	box	150		
41	marker permanent blue broad, 12's	box	100		
42	marker permanent red broad	box	30		

43	marker whiteboard black	box	200
44	marker whiteboard red	box	30
45	marker white board blue	box	200
46	numbering machine ink	bottle	30
47	Copy paper, S-24, Gsm 80 , Legal size	ream	3500
48	Copy paper, S-24, Gsm 80 , A4 size	ream	3000
49	Copy paper, S-24, Gsm 80 , Short	ream	1500
50	Paper, Multicopy, S-24	ream	100
51	paper clip big	box	150
52	paper pad /yellow pad	box	100
53	paper clip small	box	30
54	photo paper glossy	pack	200
55	puncher heavy duty with two hole	piece	20
56	pushpin hammer /head type	box	30
57	record book 300 pages # 99	piece	50
58	record book 500 pages # 99	piece	100
59	scissors 8" stainless	piece	40
60	sign pen high tech V7,grip 12/box black'	box	200
61	sign pen high tech V7,grip 12/box blue	box	150
62	sign pen high tech V7,grip 12/box red	box	20
63	stamp pad black/violet ink	bottle	50
64	stamp pad -felt bed dimension 60mmx 100mm min.	piece	20
65	staple wire standard #35	box	200
66	stapler , Max heavy duty	piece	50
67	sticky note 3x4"100s	pad	200
68	tape masking 24mmx1mm	roll	100
69	tape masking 48mmx1mm	roll	60
70	tape packing,width :48mm	roll	100
71	tape transparent width:24mmx1	roll	150
72	tape transparent width:48mmx1	roll	100
73	tape double adhesive (24mm)	roll	100
74	typewriter ribbon old town/fine	box	20
75	twine plastic 1kg	kg	50
76	Rubber Bond	box	50
77	Air Freshener,Aerosol 280ml	tin	200
78	Alcohol 500ml.70% isoprophyl	bottle	1300
79	Bathroom soap ,family size anti bacterial	piece	140
80	Bathroom brush	piece	20
81	bleach 1 galloon , concentrate	gal	50
82	broom soft (tambo good quality)	piece	125
83	ceiling broom	piece	20
84	cleaner toilet bowl urinal 900ml-1000ml	bottle	200
85	cleanser scouring powder 350mg	jar	50
86	detergent bar 140g/pack	pack	100
87	detergent powder all purpose 1kg	pouch	500
88	dishwashing liquid 250ml	jar	250
89	dishwashing paste 400grams	jar	100
90	diswashing liquid scented/concentrate 500ml	bot.	300
91	disinfectant spray aerosol type 400-500 grams	tin	350
92	doormat cloth cotton oval	piece	200
93	dustpan non rigid plastic with detachable handle	piece	80
94	fabric conditioner antibac 900ml	bottle	200
95	Glass Cleaner with sprayer 500ml	bottle	200

96	gloves janitorial XXL	pair	100
97	hardbroom	piece	500
98	handwash strawberry scent liquid 750ml	bottle	100
99	muriatic acid concentrate 1 liter	bottle	100
100	rags all cotton 32pcs/kg min	pack	100
101	sacks 50kgs	piece	150
102	spinning mop,large 360spin @960(tornado)	piece	10
103	spinning mop head refill cloth	piece	50
104	scotch brite	piece	50
105	sponge dishwashing	piece	50
106	Tissue Paper 3 ply , 9's /pack	pack	50
107	Toilet bowl cleaner 700ml	bottle	300
108	toilet brush with plastic handle	piece	60
109	toilet rubber pump w/wooden handle	piece	60
110	toilet deodorant cake	piece	200
111	trash bag plastic XXL size(10pcs/roll)	pack	1200
112	trash bag plastic XL (10pcs/roll)	pack	200
113	trash bag plastic Large(10pcs/roll)	pack	100
114	insect killer 600ml	tin	200
115	mop handle hd aluminum screw type	piece	40
116	cd-rw (700mb/80min)	piece	500
117	cd rewritable 4xspeed 4.7gb	piece	500
118	Compact disc Rewritable 650MB/75 MINS.CAP.	piece	500
119	computer mouse usb type	piece	20
120	computer ink brother lc 539xl Black	cart	50
121	computer ink brother lc 539xl, Cyan	cart	50
122	computer ink brother lc 539xl, Magenta	cart	50
123	computer ink brother lc 539xl, Yellow	cart	50
124	computer ink epson L33110,003, Black	cart	100
125	computer ink epson L33110,003, Cyan	cart	100
126	computer ink epson L33110, Magenta	cart	100
127	computer ink epson L33110,003, Yellow	cart	100
128	computer ink epson l360 black	cart	30
129	computer ink epson l360 cyan	cart	15
130	computer ink epson l360 magenta	cart	15
131	computer ink epson l360 yellow	cart	15
132	external drive (1TB)	piece	30
133	flashdrive 32 gb	piece	50
134	flashdrive 64gb	piece	10
135	ink cart epson C13T664100(T6641) black	cart	200
136	ink cart epson C13T664200(T6642) cyan	cart	200
137	ink cart epson C13T664300 (T6643), Magenta	cart	200
138	ink cart epson C13T664400(T6644)yellow	cart	200
139	Ink cart epson L120(T6641)black	cart	100
140	Ink cart epson L120(T6642)cyan	cart	100
141	Ink cart epson L120(T6643), Magenta	cart	100
142	Ink cart epson L120(T6644), Yellow	cart	100
143	Ink epson ribbon cartridge LG2190	cart	6
144	ink epson L210 black	cart	10
145	ink epson L210 cyan	cart	10
146	ink epson L210 magenta	cart	10
147	ink epson L210 yellow	cart	10
148	Ink epson L= series -black,6641	cart	50

149	Ink epson L= series -cyan,6642	cart	50
150	Ink epson L= series -magenta,6643	cart	50
151	Ink epson L= series -yellow,6644	cart	50
152	Ink epson rips wf-c869r-black	cart	6
153	Ink epson rips wf-c869r-cyan	cart	6
154	Ink epson rips wf-c869r	cart	6
155	Ink epson rips wf-c869r-yellow	cart	6
156	ink brother dcp t700w(black)	cart	15
157	ink brother dcp t700w(magenta)	cart	10
158	ink brother dcp t700w(cyan)	cart	10
159	ink brother dcp t700w(yellow)	cart	10
160	ink universal black	cart	100
161	Ink cart HP CZ107AA(HP678)	bottle	20
162	Ink cart HP CZ108AA(HP678)tri color	cart	20
163	Ink cart HP F6V26AA(HP680) tri color	cart	20
164	Ink cart HP F6V27AA(HP680)black	cart	50
165	Ink canon pixma ip2770,811 colored	cart	50
166	Ink canon pixma ip2770,810 black	cart	50
167	ink epson Tg664 1 70ml black'	cart	20
168	ink epson Tg664 1 70ml cyan	cart	20
169	ink epson Tg664 1 70ml magenta	cart	20
170	ink universal black	cart	100
171	ink print cartridge 21 black'	cart	10
172	ink print cartridge 22 colored	cart	10
173	keyboard usb type'	cart	10
174	toner cart hp CA285A(HP85A)	cart	30
175	toner cart hp CB435A black	cart	10
176	toner cart Fuji color	cart	6
177	toner ricoh M02014HS	cart	15
178	toner TN 323	cart	6
179	Toner Sharp AR Sharp 5618	cart	10
180	Toner 021-FT (Sharp 6020)	cart	6
181	Toner 037-FT (Sharp 5520)	cart	6
182	INK EPSON (REFILL) BLACK 1L	bottle	20
183	INK EPSON (REFILL) MAGENTA 1L	bottle	20
184	Ink Cart ,Epson (003), Black Epson L5190	cart	8
185	Ink Cart ,Epson (003), Cyan Epson L5190	cart	8
186	Ink Cart ,Epson (003), Magenta Epson L5190	cart	8
187	Ink Cart ,Epson (003), Yellow Epson L5190	cart	8
188	Ink Cart ,Epson (001), Black Epson L6190	bottle	10
189	Ink Cart ,Epson (001), Cyan Epson L6190	bottle	5
190	Ink Cart ,Epson (001), Magenta Epson L6190	bottle	5
191	Ink Cart ,Epson (001), Yellow Epson L6190	bottle	5
192	Toner, Fuji DocuCenter s2010	cart	2
193	Ink cart Print Cartridge HP 21 Black	cart	3
194	Computer ink HP 61,black	cart	10
195	Canon Ink GI 790 XL, Cyan	cart	3
196	Canon Ink GI, 790 XL, Yellow	cart	3
197	HP Inkjet #60 Black	set	4



# Section VII. Technical Specifications

Item	Technical Specifications	Statement of Compliance
1	Acetate PVC Cover Long	<p>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.]</p>
2	Ballpen Black 50's/box (good quality)	
3	Ballpen blue 50's (good Quality)	
4	Ballpen red 50's (good quality)	
5	Battery 9V	
6	Battery AA,4pcs/pack	
7	Battery AAA,4pcs/pack	
8	Carbon Film Long 100s	
9	clip back fold 19mm 12's/box	
10	clip back fold 25 mm 12's/box	
11	clip back fold 50mm 12's/box	
12	columnar pad 18 columns	
13	columnar pad 30 columns	
14	continous form 3ply,280x	
15	correction fluid pen type( good quality)	
16	correction tape 8mx5mm	
17	cutter blade heavy duty	
18	clear book 20's transparent (long)	
19	Clear book 20's transparent (short)	
20	certificate holder,plastic frame w/ glass short	
21	certificate holder,plastic ,A4	
22	cutter knife , heavy duty	
23	data file box, legal size	
24	dating and stamping machine	
25	envelope plastic with handle,legal	
26	envelope mailing legal,white	
27	envelope documentary,legal	
28	envelope documentary, short	
29	eraser felt white board	
30	fastener plastic 50 sets/box	
31	fastener metal 70mm	
32	Folder legal 100s 14pts	
33	Folder short 100s 14pts	
34	Folder with metal tap green long	
35	folder tagboard legal	
36	leave card good quality'	
37	linen paper 8.5x11 peach	
38	marker flourescent (highligter)3	
39	marker permanent black broad 12's	
40	marker permanent black fine , 12's	
41	marker permanent blue broad, 12's	
42	marker permanent red broad	
43	marker whiteboard black	
44	marker whiteboard red	
45	marker white board blue	
46	numbering machine ink	
47	Copy paper, S-24, Gsm 80 , Legal size	

48	Copy paper, S-24, Gsm 80 , A4 size
49	Copy paper, S-24, Gsm 80 , Short
50	Paper, Multicopy, S-24
51	paper clip big
52	paper pad /yellow pad
53	paper clip small
54	photo paper glossy
55	puncher heavy duty with two hole
56	pushpin hammer /head type
57	record book 300 pages # 99
58	record book 500 pages # 99
59	scissors 8" stainless
60	sign pen high tech V7,grip 12/box black'
61	sign pen high tech V7,grip 12/box blue
62	sign pen high tech V7,grip 12/box red
63	stamp pad black/violet ink
64	stamp pad -felt bed dimension 60mmx 100mm min.
65	staple wire standard #35
66	stapler , Max heavy duty
67	sticky note 3x4"100s
68	tape masking 24mmx1mm
69	tape masking 48mmx1mm
70	tape packing,width :48mm
71	tape transparent width:24mmx1
72	tape transparent width:48mmx1
73	tape double adhesive (24mm)
74	typewriter ribbon old town/fine
75	twine plastic 1kg
76	Rubber Bond
77	Air Freshener,Aerosol 280ml
78	Alcohol 500ml.70% isoprophyl
79	Bathroom soap ,family size anti bacterial
80	Bathroom brush
81	bleach 1 galloon , concentrate
82	broom soft (tambo good quality)
83	ceiling broom
84	cleaner toilet bowl urinal 900ml-1000ml
85	cleanser scouring powder 350mg
86	detergent bar 140g/pack
87	detergent powder all purpose 1kg
88	dishwashing liquid 250ml
89	dishwashing paste 400grams
90	diswashing liquid scented/concentrate 500ml
91	disinfectant spray aerosol type 400-500 grams
92	doormat cloth cotton oval
93	dustpan non rigid plastic with detachable handle
94	fabric conditioner antibac 900ml
95	Glass Cleaner with sprayer 500ml
96	gloves janitorial XXL
97	hardbroom
98	handwash strawberry scent liquid 750ml

99	muriatic acid concentrate 1 liter
100	rags all cotton 32pcs/kg min
101	sacks 50kgs
102	spinning mop,large 360spin @960(tornado)
103	spinning mop head refill cloth
104	scotch brite
105	sponge dishwashing
106	Tissue Paper 3 ply , 9's /pack
107	Toilet bowl cleaner 700ml
108	toilet brush with plastic handle
109	toilet rubber pump w/wooden handle
110	toilet deodorant cake
111	trash bag plastic XXL size(10pcs/roll)
112	trash bag plastic XL (10pcs/roll)
113	trash bag plastic Large(10pcs/roll)
114	insect killer 600ml
115	mop handle hd aluminum screw type
116	cd-rw (700mb/80min)
117	cd rewritable 4xspeed 4.7gb
118	Compact disc Rewritable 650MB/75 MINS.CAP.
119	computer mouse usb type
120	computer ink brother lc 539xl Black
121	computer ink brother lc 539xl, Cyan
122	computer ink brother lc 539xl, Magenta
123	computer ink brother lc 539xl, Yellow
124	computer ink epson L33110,003, Black
125	computer ink epson L33110,003, Cyan
126	computer ink epson L33110, Magenta
127	computer ink epson L33110,003, Yellow
128	computer ink epson l360 black
129	computer ink epson l360 cyan
130	computer ink epson l360 magenta
131	computer ink epson l360 yellow
132	external drive (1TB)
133	flashdrive 32 gb
134	flashdrive 64gb
135	ink cart epson C13T664100(T6641) black
136	ink cart epson C13T664200(T6642) cyan
137	ink cart epson C13T664300 (T6643), Magenta
138	ink cart epson C13T664400(T6644)yellow
139	Ink cart epson L120(T6641)black
140	Ink cart epson L120(T6642)cyan
141	Ink cart epson L120(T6643), Magenta
142	Ink cart epson L120(T6644), Yellow
143	Ink epson ribbon cartridge LG2190
144	ink epson L210 black
145	ink epson L210 cyan
146	ink epson L210 magenta
147	ink epson L210 yellow
148	Ink epson L= series -black,6641
149	Ink epson L= series -cyan,6642

150	Ink epson L= series -magenta,6643
151	Ink epson L= series -yellow,6644
152	Ink epson rips wf-c869r-black
153	Ink epson rips wf-c869r-cyan
154	Ink epson rips wf-c869r
155	Ink epson rips wf-c869r-yellow
156	ink brother dcp t700w(black)
157	ink brother dcp t700w(magenta)
158	ink brother dcp t700w(cyan)
159	ink brother dcp t700w(yellow)
160	ink universal black
161	Ink cart HP CZ107AA(HP678)
162	Ink cart HP CZ108AA(HP678)tri color
163	Ink cart HP F6V26AA(HP680) tri color
164	Ink cart HP F6V27AA(HP680)black
165	Ink canon pixma ip2770,811 colored
166	Ink canon pixma ip2770,810 black
167	ink epson Tg664 1 70ml black'
168	ink epson Tg664 1 70ml cyan
169	ink epson Tg664 1 70ml magenta
170	ink universal black
171	ink print cartridge 21 black'
172	ink print cartridge 22 colored
173	keyboard usb type'
174	toner cart hp CA285A(HP85A)
175	toner cart hp CB435A black
176	toner cart Fuji color
177	toner ricoh M02014HS
178	toner TN 323
179	Toner Sharp AR Sharp 5618
180	Toner 021-FT (Sharp 6020)
181	Toner 037-FT (Sharp 5520)
182	INK EPSON (REFILL) BLACK 1L
183	INK EPSON (REFILL) MAGENTA 1L
184	Ink Cart ,Epson (003), Black Epson L5190
185	Ink Cart ,Epson (003), Cyan Epson L5190
186	Ink Cart ,Epson (003), Magenta Epson L5190
187	Ink Cart ,Epson (003), Yellow Epson L5190
188	Ink Cart ,Epson (001), Black Epson L6190
189	Ink Cart ,Epson (001), Cyan Epson L6190
190	Ink Cart ,Epson (001), Magenta Epson L6190
191	Ink Cart ,Epson (001), Yellow Epson L6190
192	Toner, Fuji DocuCenter s2010
193	Ink cart Print Cartridge HP 21 Black
194	Computer ink HP 61,black
195	Canon Ink GI 790 XL, Cyan
196	Canon Ink GI, 790 XL, Yellow
197	HP Inkjet #60 Black

# Section VIII. Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**and**
- (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,  
(j) Production/delivery schedule  
(k) Manpower requirements  
(l) After-sales/parts warranty  
(m) Unammended Sales Literature
- (n) 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

- (o) 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**
- (p) 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**

- (q) 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)

- (r) *[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.
- (s) 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).

