



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis,  
City of San Fernando Pampanga, Philippines 2000  
Tel: (045) 861 – 2413; Telefax: (045) 961 – 2413  
Email: bacsecretariat.fo3@dswd.gov.ph  
Website: <http://fo3.dswd.gov.ph>

# BIDDING DOCUMENTS

---

## **Purchase of Office/Consumables Supplies for the use of various offices/programs for November-December CY 2021.**

ITB No. GOP/DSWD3-2021-10-001  
(PR No. 2021-05-269, 2021-05-271, 2021-05-274-276, 2021-05-292,  
2021-06-310-316, 2021-06-328, 2021-06-331, 2021-06-337, 2021-06-386,  
2021-06-393, 2021-06-404, 2021-06-412, 2021-06-415)

**Sixth Edition**  
**July 2020**

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of**

**GOODS – Purchase of Office/Consumables  
Supplies for the use of various offices/programs  
for November-December CY 2021.**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

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 Assisted Projects, these will be covered by a separate issuance of the Government Procurement and Policy Board.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b><u>7</u></b>
<b>Section I. Invitation to Bid.....</b>	<b>10</b>
<b>Section II. Instructions to Bidders.....</b>	<b>14</b>
1. Scope of Bid .....	15
2. Funding Information.....	15
3. Bidding Requirements .....	15
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	15
5. Eligible Bidders.....	15
6. Origin of Goods .....	16
7. Subcontracts .....	16
8. Pre-Bid Conference .....	17
9. Clarification and Amendment of Bidding Documents .....	17
10. Documents comprising the Bid: Eligibility and Technical Components .....	17
11. Documents comprising the Bid: Financial Component .....	17
12. Bid Prices .....	18
13. Bid and Payment Currencies .....	18
14. Bid Security .....	18
15. Sealing and Marking of Bids .....	19
16. Deadline for Submission of Bids .....	19
17. Opening and Preliminary Examination of Bids .....	19
18. Domestic Preference .....	20
19. Detailed Evaluation and Comparison of Bids .....	20
20. Post-Qualification .....	20
21. Signing of the Contract .....	20
<b>Section III. Bid Data Sheet .....</b>	<b><u>21</u></b>
<b>Section IV. General Conditions of Contract .....</b>	<b>25</b>
1. Scope of Contract .....	26
2. Advance Payment and Terms of Payment .....	26
3. Performance Security .....	26
4. Inspection and Tests .....	26
5. Warranty .....	27

6. Liability of the Supplier .....	27
<b>Section V. Special Conditions of Contract .....</b>	<b>28</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>32</b>
<b>Section VII. Technical Specifications .....</b>	<b>34</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>42</b>
<b>Section IX. Bidding Forms.....</b>	<b>45</b>

# *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**  
**Department of Social Welfare and Development**

DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis,  
City of San Fernando Pampanga, Philippines 2000  
Tel: (045) 861 – 2413 ; Telefax: (045) 961 – 2413  
Email: bacsecretariat.fo3@dswd.gov.ph  
Website: <http://www.dswd.gov.ph>

**INVITATION TO BID FOR**  
**PURCHASE OF OFFICE/CONSUMABLES SUPPLIES FOR THE**  
**USE OF VARIOUS OFFICES/PROGRAMS FOR NOVEMBER-**  
**DECEMBER CY 2021.**

ITB No. GOP/DSWD3-2021-10-001

(PR Nos. 2021-05-269, 2021-05-271, 2021-05-274-276, 2021-05-292,  
2021-06-310-316, 2021-06-328, 2021-06-331, 2021-06-337, 2021-06-386,  
2021-06-393, 2021-06-404, 2021-06-412, 2021-06-415)

1. The **Department of Social Welfare and Development (DSWD) - Field Office III**, through the **GASS/TARA/CENTERS/SOCPEN/AIC/DRRP/SLP/ADOPTION/4PS/EPAHP/JJWC/DR/CURRENT** intends to apply the sum of **THREE MILLION ONE HUNDRED EIGHTY EIGHT THOUSAND NINE HUNDRED EIGHTY SEVEN PESOS AND 90/100 (PhP3,188,987.90)** being the Approved Budget for the Contract (ABC), to payments under the contract for each lot for the **Purchase of Office/Consumables Supplies for the use of Various Offices/Programs for November-December CY 2021.**

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DSWD - Field Office III now invites bids for the above Procurement Project, **Purchase of Office/Consumables Supplies for the use of Various Offices/Programs for November-December CY 2021.** Bidders should have completed a contract similar to the Project **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 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, 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 5183.

4. Interested bidders may obtain further information from **DSWD – Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested bidders on **28 October 2021 to 9 November 2021** from given address and website/s below in the amount of **Five Thousand Pesos (PhP5,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DSWD Field Office III will hold a Pre-Bid Conference on **28 October 2021 (Thursday), 10:00 a.m.**, 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 at the office address as indicated below on or before **9 November 2021 (Tuesday), 8:30 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 **9 November 2021 (Tuesday), 9:00 a.m.**, at the **DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga, Philippines**, and/or through video conferencing or webcasting via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The DSWD 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 Implementing Rules and Regulations (IRR) of RA No.9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o BAC Secretariat  
DSWD Field Office III, Diosdado  
Macapagal Government Center, Maimpis,  
City of San Fernando, Pampanga,  
Philippines  
Tel: (045) 861 – 2413  
Telefax: (045) 961 – 2413

12. You may visit the following websites:

For downloading of Bidding Documents:

**ps-philgeps.gov.ph** - Website of the Philippine Government Electronic Procurement System (PhilGEPS)

**www.fo3.dswd.gov.ph** – Website of the DSWD Field Office III



**VENUS F. REBULDELA**  
Bids and Awards Committee Chairperson

## *Section II. Instructions to Bidders*

## **1. Scope of Bid**

- 1. The Procuring Entity, Department of Social Welfare and Development (DSWD) – FIELD OFFICE III invites Bids for the Purchase of Office/Consumables Supplies for the use of Various Offices/Programs for November-December CY 2021, with ITB NO. GOP/DSWD3-2021-10-001.**

## **2. Funding Information**

- 2.1. The GOP through the source of funding as indicated below for GASS/TARA/CENTERS/SOCPEN/AIC/DRRP/SLP/ADOPTION/4PS/EP AHP/JJWC/DR/CURRENT, in the amount of THREE MILLION, ONE HUNDRED EIGHTY EIGHT THOUSAND NINE HUNDRED EIGHTY SEVEN PESOS AND 90/100 (PHP 3,188,987.90)**
- 2.2. The source of funding is:  
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 Manual 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 invitation to bid 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, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, 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. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project within **the last three (3) years** prior to the deadline for the submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## **6. Origin of Associated 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.

## **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 fifty percent (50%) of the Project.
- a. The Procuring Entity has prescribed that subcontracting is **not** allowed.
- 7.2. 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. 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 Contractor 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 Contractor'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 *via google meet*, 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 IX. 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. 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 IX. 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.
  - 1.1. 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:

- The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- The cost of all customs duties and sales and other taxes already paid or payable;
- The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

- 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.
- 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 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 from the date of Opening of Bids*. 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 the following in one (1) “mother/main” envelope duly sealed and labeled, containing two (2) sets of envelopes:

1. First envelope containing two (2) sets of Eligibility and Technical documents duly sealed and marked as Copy One and Copy Two.
2. Second envelope containing two (2) sets of Financial Bid documents duly sealed and marked as Copy One and Copy Two.

Copy 1 and Copy 2 of both Eligibility and Technical Documents, and Financial Bid documents shall be marked certified true copies.

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 to the given website 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**

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.

## **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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's 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 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. In all cases, 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 participated in by the prospective Bidder.
- 19.4. 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**

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**

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*

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li><b>a. Procurement of Office Supplies</b></li> <li>b. Completed within <b>the last three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<b>Subcontracting is not allowed.</b>
12	The price of the Goods shall be quoted DDP and VAT inclusive.
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration, or any of the following forms and amounts:</b></p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>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</li> <li>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>
17	<p>Actual item SAMPLES to be included in the bid are items <b>#11 -19; 40 – 55; 60-61; 79 – 89; 127-132; 155-160</b> in the Section VII. Technical Specification. All other evidence shall be in the form of any of the following: actual or unedited photograph of the "COMPLETE" label of the goods offered, manufacturer's un-amended sales literature, unconditional statements of specification and compliance duly issued by the manufacturer.</p>
19.3	The total ABC is <b>Three Million One Hundred Eighty Eight Thousand Nine Hundred Eighty Seven Pesos and 90/100 (PhP3,188,987.90)</b>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice of Post Qualification from the BAC that the supplier has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), the Supplier shall submit and/or present the following requirements for Post Qualification in accordance to Section 34 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA9184:</p> <p><b>1. Present original copy and submit a certified true copy of the following:</b></p> <ul style="list-style-type: none"> <li>a. Latest Income Tax Return and Business Tax Return</li> <li>b. Latest Value Added Tax (VAT) Return</li> </ul> <p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing &amp; Payment System (EFPS) shall be accepted.</i></p> <ul style="list-style-type: none"> <li>c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)</li> </ul>

	<p>d. Valid Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</p> <p>e. Valid Business/Mayor’s permit issued by the city or municipality where the principal place of business of the bidder is located;</p> <p>f. Valid Tax Clearance per EO 398, Series of 2005, as finally reviewed and approved by the BIR;</p> <p>g. Bureau of Internal Revenue (BIR) Registration Certificate.</p> <p>h. Copy of Contracts or PO’s, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going and completed contracts per submitted Annex II</p> <p>i. End-User’s Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract per submitted Annex I.</p> <p>j. Company profile and Organizational Chart. Company printed brochure may be included.</p> <p>k. Vicinity Map/Location of the business.</p> <p>l. Other appropriate licenses and permits required by law and stated in the Bidding Documents.</p> <p><b><u>For joint venture:</u></b></p> <p>a. <b>All Class A Documents (Legal Documents) of the Joint Venture Partner shall remain as post qualification requirements to be submitted in accordance with Section 34 of the 2016 Revised IRR of RA 9184 and ITB Clause 20.2 (a) of Bid Data Sheet of the Bidding Documents.</b></p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p> <p><b><i>NOTE: FOR POST QUALIFICATION PURPOSES ONLY</i></b></p>
20.3	<p><b>Each Bidder shall submit the following in one (1) “mother/main” envelope duly sealed and labeled, containing two (2) sets of envelopes:</b></p> <p><b>First envelope containing two (2) sets of Eligibility and Technical documents duly sealed and marked as Copy One and Copy Two.</b></p>

	<p><b>Second envelope containing two (2) sets of Financial Bid documents duly sealed and marked as Copy One and Copy Two.</b></p> <p><b>Copy 1 and Copy 2 of both Eligibility and Technical Documents, and Financial Bid documents shall be marked certified true copies by the owner or his/her duly authorized representative.</b></p>
20.4	<p>All envelopes shall be labeled/marked as follows:</p> <p><b>TO : MS. VENUS F. REBULDELA CHAIRPERSON BIDS AND AWARDS COMMITTEE DSWD-FO III</b></p> <p><b>FROM : _____ (Name of Bidder in Capital Letters)</b></p> <p><b>ADDRESS: _____ (Address of Bidder in Capital Letters)</b></p> <p><b>PROJECT: PURCHASE OF OFFICE/CONSUMABLE SUPPLIES FOR THE USE OF VARIOUS OFFICES/PROGRAMS FOR NOVEMBER- DECEMBER CY 2021</b></p>

	<p><b>BID REF NO.: ITB NO. GOP/DSWD3-2021-10-001</b></p> <p><b>ABC : Php3,188,987.90</b></p> <p><b>DO NOT OPEN BEFORE: 9 November 2021 (Tuesday), 9:00 am</b></p>
21.2	No further instructions.

*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 VII (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**

# Special Conditions of Contract

GCC Clause	
	<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 <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><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</li> <li>c. 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> <li>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.</li> </ol>

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.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- 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

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.

**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

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>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 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>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

## *Section VI. Schedule of Requirements*

# 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.	Unit	Quantity	Particulars	Delivered, Weeks/Months
1	LOT	As specified and described in Section VII. Technical Specifications	Purchase of Office/Consumables Supplies for the use of various offices/programs for November-December CY 2021.	30 Calendar days upon receipt of Notice to Proceed (NTP)

**NOTE: The items must be delivered in standard packing or as prescribed by the specifications.**

**Conforme:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

\*\*\* This document must be attached to the Technical Component Envelope \*\*\*

<b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b>
---



## **Section VII. Technical Specifications**

# Technical Specifications

**TO THE BIDDER:** Indicate **“COMPLY”** If Bidder’s Statement of Compliance meets the technical specifications and project requirement.

**IMPORTANT NOTE:** Do not leave any blank. A **“YES or NO”** entry will not be accepted. Failure to conform will result to in a rating of **“FAILED”**.

Item No.	Particulars	Bidder’s Specifications Statement of Compliance <i>(Including detailed/actual specifications of the product being offered)</i>
1	ACETATE PAPER, Sensitized film, A4 size, 0.1mm thickness	<i>Statement of Compliance: Brand: Detailed Specifications:</i>
2	ARCH FILE FOLDER, color Blue, Legal size, portrait	
3	BINDER FOLDER, D-TYPE 3 RINGS, Black, 2-inch FC/Long	
4	BALLPEN, RETRACTABLE, Black, 0.5mm tip	
5	BALLPEN, RETRACTABLE, Blue, 0.5mm tip	
6	BALLPEN, RETRACTABLE, Green, 0.5mm tip	
7	BALLPEN, RETRACTABLE, Red, 0.5mm tip	
8	BATTERY, dry cell, AA, 2 pieces per blister pack	
9	BATTERY, dry cell, AAA, 2 pieces per blister pack	
10	BATTERY, dry cell, D, 2 pieces per blister pack	
20	CARTOLINA, WHITE, 99 gsm min	
21	CERTIFICATE HOLDER, A4 SIZE, 9.5 x 12, Royal Blue	
22	CERTIFICATE HOLDER, LEGAL SIZE, Royal Blue	
23	CERTIFICATE HOLDER, LETTER SIZE, Royal Blue	
24	CLEARBOOK, LEGAL SIZE, 20 Transparent Pockets	
25	CLIPBOARD, Plastic, for legal size docs	
26	CLIP, BACKFOLD, size: 1 1/4" (32mm), 12pcs/box	
27	CLIP, BACKFOLD, size: 2" (50mm), 12pcs/box	
28	CLIP, BACKFOLD, size: 3/4" (19mm), 12pcs/box	

<b>29</b>	COLORED PAPER, size: 8.5" x 11", Assorted Colors, 250 sheets/ream	
<b>30</b>	COLUMNAR NOTEBOOK, 12 columns	
<b>31</b>	COMPOSITION NOTEBOOK, Assorted Design for Kids, For Elementary and Pre School Students, 80 leaves, 60gsm, 148 mm x 200 mm	
<b>32</b>	CONSTRUCTION PAPER, A4 Size, Assorted Colors, 20 pcs./pack	
<b>33</b>	CORRECTION TAPE,disposable, width: 5mm x 10m usable length, branded	
<b>34</b>	CRAYONS, 16 Colors	
<b>35</b>	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pcs./box	
<b>36</b>	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box	
<b>37</b>	ENVELOPE, MAILING, 500 pieces per box, 10xx	
<b>38</b>	ENVELOPE, MAILING, WITH WINDOW, 500 pcs./ box, 10xx	
<b>39</b>	ENVELOPE, PLASTIC, Ordinary, for legal docs, clear	
<b>40</b>	EPSON INK BOTTLE T6641, Black, 70 ml, original	
<b>56</b>	ERASER, PENCIL, Rubber, Small	
<b>57</b>	FASTENER, METAL, 70mm between prongs, 50 sets/box	
<b>58</b>	FILE FOLDER HOLDER, METAL, 4 compartments, black	
<b>59</b>	FILE ORGANIZER, DESKTOP, METAL, 3 trays, black	
<b>62</b>	FOLDER, COLORED, LEGAL SIZE, GREEN, 10 pieces/pack	
<b>63</b>	FOLDER, COLORED, LEGAL SIZE, ORANGE, 10 pieces/pack	
<b>64</b>	FOLDER, COLORED, LEGAL SIZE, PINK, 10 pieces/pack	
<b>65</b>	FOLDER, COLORED, LEGAL SIZE, RED, 10 pieces/pack	
<b>66</b>	FOLDER, COLORED, LEGAL SIZE, YELLOW, 10 pieces/pack	
<b>67</b>	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	
<b>68</b>	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	
<b>69</b>	FOLDER, PRESSBOARD, GREEN, size: 240mm x 370mm, 100 pcs./box	
<b>70</b>	FOLDER, PRESSBOARD, ORANGE, size: 240mm x 370mm, 100 pcs./box	
<b>71</b>	FOLDER, TAGBOARD, WHITE, for A4 size documents, 100 pcs./pack	
<b>72</b>	FOLDER, TAGBOARD, WHITE, for Legal size documents, 100 pcs./pack	
<b>73</b>	GLUE GUN, SMALL	

<b>74</b>	GLUE, SPONGE TIP, 50cc tube	
<b>75</b>	GLUE STICK, All-purpose, 21g, non-toxic	
<b>76</b>	GLUE STICK, for Glue Gun, Small	
<b>77</b>	GLUE, ALL PURPOSE, gross weight: 130 grams min	
<b>78</b>	GLUE, ALL PURPOSE, gross weight: 240 grams min	
<b>90</b>	I.D HOLDER WITH SLING, Portrait	
<b>91</b>	MARKER, FLUORESCENT, CHISEL TIP, 3 colors per set (Y,O,G)	
<b>92</b>	MARKER, PERMANENT, BROAD TIP, Black, 12pcs./bx	
<b>93</b>	MARKER, PERMANENT, FINE TIP, Black, 12pcs./bx	
<b>94</b>	MARKER, PERMANENT, FINE TIP, Blue, 12pcs./bx	
<b>95</b>	MARKER, PERMANENT, FINE TIP, Red, 12pcs./bx	
<b>96</b>	MARKER, WHITEBOARD, Black, 12pcs./bx	
<b>97</b>	MOUSEPAD, With Wrist Foam Support, Blue	
<b>98</b>	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves.	
<b>99</b>	NOTEBOOK, BIG, spiral, 80 leaves	
<b>100</b>	NOTEPAD, ARROW FLAG, size: 11.9mm x 43.2mm, 10 Assorted colors/pad	
<b>101</b>	NOTEPAD, STICK-ON, size: (3"x3") 100 sheets/pad	
<b>102</b>	PAD PAPER, INTERMEDIATE, WHOLE, 200mm x 250mm; 80 leaves	
<b>103</b>	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, small, 100pcs/bx	
<b>104</b>	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, big, 100pcs/bx	
<b>105</b>	PAPER, COPY, A4, 70 gsm, size: 210mm x 297mm	
<b>106</b>	PAPER, COPY, LEGAL, 70 gsm, size: 216mm x 330mm	
<b>107</b>	PAPER, COPY, LETTER, 70 gsm, size: 216mm x 279mm	
<b>108</b>	PARCHMENT PAPER, 100 Sheet per box	
<b>109</b>	PENCIL SHARPENER, DESKTOP, single cutterhead, 1 pc./individual plastic case	
<b>110</b>	PENCIL, LEAD WITH ERASER, woodcased, 12 pcs./box	
<b>111</b>	PHOTO PAPER, A4 size, Glossy, 20 sheets/pack	
<b>112</b>	PHOTO PAPER, A4 size, Matte, 10 sheets/pack	
<b>113</b>	PLASTIC BAG, COLOR WHITE, LARGE SIZE, 100PCS/PACK	
<b>114</b>	PLASTIC COVER, Per Yard (roll), thickness: .007" microns/mm	

115	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller	
116	PLASTIC STORAGE BOX, 70L capacity, clear, w/ cover & roller	
117	PLASTIC STORAGE BOX, 95L capacity, clear, w/ cover & roller	
118	PUNCHER, PAPER, heavy duty, two-hole, large	
119	PUSHPIN, Flathead type, assorted colors, 100pcs/case	
120	RECHARGEABLE BATTERY, AA, 2 pcs./pack, Voltage: 1.2v, 1500mAh	
121	RECORD BOOK, 300 pages, size: 214mm x 278mm	
122	RECORD BOOK, 500 pages, size: 214mm x 278mm	
123	RUBBER BAND, 70mm min lay flat length (#18)	
124	RULER, PLASTIC, 450MM, 1 piece in individual plastic	
125	SACK, 50kg/s Capacity, thickness: 1mm, 21 x 38 inches	
126	SCISSORS, symmetrical, heavy duty, blade length: 8"	
133	SPECIALTY BOARD, LETTER, 220gsm, White, 10 pieces/pack	
134	SPECIALTY PAPER, LEGAL, 200gsm, White, 10 sheets/pack	
135	SPECIALTY PAPER, LETTER, 200gsm, White, 10 sheets/pack	
136	STAMP PAD INK, purple or violet, 30ml (min.)	
137	STAMP PAD INK, black, 30ml (min.)	
138	STAMP PAD, FELT, No.2	
139	STAMP PAD, FELT, No.4	
140	STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format	
141	STAPLE WIRE, HEAVY DUTY, #23/13	
142	STAPLE WIRE, HEAVY DUTY, #35, 5,000 staples/box	
143	STAPLER W/ REMOVER, Staple #35, Heavy Duty	
144	STICKER PAPER, A4 size, Glossy, 10 sheets/pack	
145	TAPE DISPENSER, TABLE TOP, for 24mm/ 1inch width tape	
146	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm	
147	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm	
148	TAPE, DUCT, Silver, width: 48mm/2inch x 50mtrs	
149	TAPE, MASKING, width: 24mm/ 1inch x 50 mtrs	
150	TAPE, MASKING, width: 48mm/ 2inch x 50 mtrs	

151	TAPE, PACKAGING, width: width: 48mm/ 2inch x 50 mtrs	
152	TAPE, TRANSPARENT, width: 24mm/ 1inch x 50 mtrs	
153	TAPE, TRANSPARENT, width: 48mm/ 2inch x 50 mtrs	
154	TONER CARTRIDGE, HP 17A, original	
161	TWINE, PLASTIC, Black, 1 kg./roll	
<b>ACTUAL SAMPLES SUBMITTED</b>		
<b>Item No.</b>	<b>Particulars</b>	<b>Bidder's Specifications Statement of Compliance</b> <i>(Including detailed/actual specifications of the product being offered)</i>
11	CALCULATOR, COMPACT, electronic, 12 digits cap	<i>Statement of Compliance: Brand: Detailed Specifications:</i>
12	CANON CART, INK #810, BLACK, original	
13	CANON CART, INK #811, COLORED, original	
14	CANON CARTRIDGE INK #47, BLACK, original	
15	CANON CARTRIDGE INK #57, COLORED, original	
16	CANON INK BOTTLE G1-790, Black, 135 ml, original	
17	CANON INK BOTTLE G1-790, Cyan, 70 ml, original	
18	CANON INK BOTTLE G1-790, Magenta, 70 ml, original	
19	CANON INK BOTTLE G1-790, Yellow, 70 ml, original	
40	EPSON INK BOTTLE T6641, Black, 70 ml, original	
41	EPSON INK BOTTLE T6642, Cyan, 70 ml, original	
42	EPSON INK BOTTLE T6643, Magenta, 70 ml, original	
43	EPSON INK BOTTLE T6644, Yellow, 70 ml, original	
44	EPSON INK BOTTLE T902220, Black	
45	EPSON INK BOTTLE T902220, Cyan	
46	EPSON INK BOTTLE T902220, Magenta	
47	EPSON INK BOTTLE T902220, Yellow	
48	EPSON INK BOTTLE 001, Black, 127 ml, original	
49	EPSON INK BOTTLE 001, Cyan, 70 ml, original	
50	EPSON INK BOTTLE 001, Magenta, 70 ml, original	

<b>51</b>	EPSON INK BOTTLE 001, Yellow, 70 ml, original	
<b>52</b>	EPSON INK BOTTLE 003, Black, 65 ml, original	
<b>53</b>	EPSON INK BOTTLE 003, Cyan, 65 ml, original	
<b>54</b>	EPSON INK BOTTLE 003, Magenta, 65 ml, original	
<b>55</b>	EPSON INK BOTTLE 003, Yellow, 65 ml, original	
<b>60</b>	FLASH DRIVE, 32gb, original, Transfer Rate: 3.0	
<b>61</b>	FLASH DRIVE, 64gb, original, Transfer Rate: 3.0	
<b>79</b>	HP INK BOTTLE GT53, BLACK, 70 ml, original	
<b>80</b>	HP INK BOTTLE GT52, CYAN, 70 ml, original	
<b>81</b>	HP INK BOTTLE GT52, MAGENTA, 70 ml, original	
<b>82</b>	HP INK BOTTLE GT52, YELLOW, 70 ml, original	
<b>83</b>	HP 79A, INK LASERJET TONER CARTRIDGE	
<b>84</b>	HP CARTRIDGE INK #678, BLACK, original	
<b>85</b>	HP CARTRIDGE INK #678, TRI-COLOR, original	
<b>86</b>	HP CARTRIDGE INK #680, BLACK, original	
<b>87</b>	HP CARTRIDGE INK #680, TRI-COLOR, original	
<b>88</b>	HP CARTRIDGE INK #704, BLACK, original	
<b>89</b>	HP CARTRIDGE INK #704, TRI-COLOR, original	
<b>127</b>	SIGNPEN, GEL TYPE, Liquid gel/ink , Black, 0.5 mm, needle tip	
<b>128</b>	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip	
<b>129</b>	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip	
<b>130</b>	SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip	
<b>131</b>	SIGNPEN, GEL TYPE, QUICK-DRY, Liquid gel/ink, Rubber Grip, Black, 0.5 mm, needle tip	
<b>132</b>	SIGNPEN, GEL TYPE, QUICK-DRY, Liquid gel/ink , Rubber Grip, Blue, 0.5 mm, needle tip	
<b>155</b>	TONER CARTRIDGE, HP 80A, original	
<b>156</b>	TONER CARTRIDGE, HP 26A, original	
<b>157</b>	TONER CARTRIDGE, HP 410A, Black, original	
<b>158</b>	TONER CARTRIDGE, HP 410A, MAGENTA, original	
<b>159</b>	TONER CARTRIDGE, HP 410A, YELLOW, original	
<b>160</b>	TONER CARTRIDGE, SAMSUNG MLT-D203E, BLACK original	

**Conforme:**

---

**Name of Company**

---

**Signature of Bidder or Authorized Representative**

---

**Name and Designation**

\*\*\* This document must be attached to the Technical Component Envelope\*\*\*

<p><b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b></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.*

*Other than those item samples specifically required to be included in the bid, the evidence shall be in the form of any of the following : unedited photograph of the goods/items offered, manufacturer’s un-amended sales literature, unconditional statements of specification and compliance duly issued by the manufacturer.*

*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 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.]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.]*



## **Section VIII. Checklist of Technical and Financial Documents**

# 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

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with **Section VII. Technical Specifications**, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
- (j) Conformity with **Section VI. Schedule of Requirements; and**
- (k) 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

- (l) The Supplier's Audited Financial Statements for year 2020 and 2019 (in comparative form or separate form):

- 
- Independent Auditor’s Report
  - Balance Sheet (Statement of Financial Position) and
  - Income Statement (Statement of Comprehensive Income)

Each of the above statements must have stamped “**received**” by the Bureau of Internal Revenue (BIR) or its duly accredited institutions.

- (m) 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***

- (n) 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.

**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.

**II. FINANCIAL COMPONENT ENVELOPE**

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

## *Section IX. Bidding Forms*

## Bid Form

---

Date: \_\_\_\_\_

Invitation to Bid No.: \_\_\_\_\_

**To: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE III  
Diosdado Macapagal Government Center,  
City of San Fernando, Pampanga**

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **Purchase of Office/Consumables Supplies for the Use of Various Offices/Programs for November-December CY 2021;**
- b. We offer to execute the provisions for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

---

<sup>1</sup> currently based on GPPB Resolution No. 09-2020

- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the ProcuringEntity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Price Proposal Form

Date: \_\_\_\_\_

Invitation to Bid No.: \_\_\_\_\_

### Purchase of Office/Consumables Supplies for the use of various offices/programs for November-December CY 2021.

Item No.	Particulars	Quantity	Unit Price (In Phil Peso)	Total Price (In Phil Peso)
	<b>I - OFFICE SUPPLIES</b>			
1	ACETATE PAPER, Sensitized film, A4 size, 0.1mm thickness	1		
2	ARCH FILE FOLDER, color Blue, Legal size, portrait	15		
3	BINDER FOLDER, D-TYPE 3 RINGS, Black, 2-inch FC/Long	10		
4	BALLPEN, RETRACTABLE, Black, 0.5mm tip	2454		
5	BALLPEN, RETRACTABLE, Blue, 0.5mm tip	363		
6	BALLPEN, RETRACTABLE, Green, 0.5mm tip	300		
7	BALLPEN, RETRACTABLE, Red, 0.5mm tip	65		
8	BATTERY, dry cell, AA, 2 pieces per blister pack	5		
9	BATTERY, dry cell, AAA, 2 pieces per blister pack	5		
10	BATTERY, dry cell, D, 2 pieces per blister pack	5		
11	CALCULATOR, COMPACT, electronic, 12 digits cap	31		
12	CANON CART, INK #810, BLACK, original	6		
13	CANON CART, INK #811, COLORED, original	5		
14	CANON CARTRIDGE INK #47, BLACK, original	20		
15	CANON CARTRIDGE INK #57, COLORED, original	15		
16	CANON INK BOTTLE G1-790, Black, 135 ml, original	15		
17	CANON INK BOTTLE G1-790, Cyan, 70 ml, original	13		
18	CANON INK BOTTLE G1-790, Magenta, 70 ml, original	13		
19	CANON INK BOTTLE G1-790, Yellow, 70 ml, original	9		

20	CARTOLINA, WHITE, 99 gsm min	330		
21	CERTIFICATE HOLDER, A4 SIZE, 9.5 x 12, Royal Blue	110		
22	CERTIFICATE HOLDER, LEGAL SIZE, Royal Blue	10		
23	CERTIFICATE HOLDER, LETTER SIZE, Royal Blue	210		
24	CLEARBOOK, LEGAL SIZE, 20 Transparent Pockets	20		
25	CLIPBOARD, Plastic, for legal size docs	15		
26	CLIP, BACKFOLD, size: 1 1/4" (32mm), 12pcs/box	46		
27	CLIP, BACKFOLD, size: 2" (50mm), 12pcs/box	45		
28	CLIP, BACKFOLD, size: 3/4" (19mm), 12pcs/box	2		
29	COLORED PAPER, size: 8.5" x 11", Assorted Colors, 250 sheets/ream	1		
30	COLUMNAR NOTEBOOK, 12 columns	16		
31	COMPOSITION NOTEBOOK, Assorted Design for Kids, For Elementary and Pre School Students, 80 leaves, 60gsm, 148 mm x 200 mm	100		
32	CONSTRUCTION PAPER, A4 Size, Assorted Colors, 20 pcs./pack	35		
33	CORRECTION TAPE,disposable, width: 5mm x 10m usable length, branded	763		
34	CRAYONS, 16 Colors	20		
35	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pcs./box	1		
36	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box	6		
37	ENVELOPE, MAILING, 500 pieces per box, 10xx	4		
38	ENVELOPE, MAILING, WITH WINDOW, 500 pcs./ box, 10xx	2		
39	ENVELOPE, PLASTIC, Ordinary, for legal docs, clear	100		
40	EPSON INK BOTTLE T6641, Black, 70 ml, original	240		
41	EPSON INK BOTTLE T6642, Cyan, 70 ml, original	104		
42	EPSON INK BOTTLE T6643, Magenta, 70 ml, original	129		
43	EPSON INK BOTTLE T6644, Yellow, 70 ml, original	119		
44	EPSON INK BOTTLE T902220, Black	3		
45	EPSON INK BOTTLE T902220, Cyan	1		



46	EPSON INK BOTTLE T902220, Magenta	1		
47	EPSON INK BOTTLE T902220, Yellow	1		
48	EPSON INK BOTTLE 001, Black, 127 ml, original	2		
49	EPSON INK BOTTLE 001, Cyan, 70 ml, original	12		
50	EPSON INK BOTTLE 001, Magenta, 70 ml, original	12		
51	EPSON INK BOTTLE 001, Yellow, 70 ml, original	5		
52	EPSON INK BOTTLE 003, Black, 65 ml, original	100		
53	EPSON INK BOTTLE 003, Cyan, 65 ml, original	66		
54	EPSON INK BOTTLE 003, Magenta, 65 ml, original	66		
55	EPSON INK BOTTLE 003, Yellow, 65 ml, original	83		
56	ERASER, PENCIL, Rubber, Small	69		
57	FASTENER, METAL, 70mm between prongs, 50 sets/box	312		
58	FILE FOLDER HOLDER, METAL, 4 compartments, black	3		
59	FILE ORGANIZER, DESKTOP, METAL, 3 trays, black	13		
60	FLASH DRIVE, 32gb, original, Transfer Rate: 3.0	44		
61	FLASH DRIVE, 64gb, original, Transfer Rate: 3.0	10		
62	FOLDER, COLORED, LEGAL SIZE, GREEN, 10 pieces/pack	52		
63	FOLDER, COLORED, LEGAL SIZE, ORANGE, 10 pieces/pack	57		
64	FOLDER, COLORED, LEGAL SIZE, PINK, 10 pieces/pack	57		
65	FOLDER, COLORED, LEGAL SIZE, RED, 10 pieces/pack	57		
66	FOLDER, COLORED, LEGAL SIZE, YELLOW, 10 pieces/pack	62		
67	FOLDER, L-TYPE, A4 SIZE, 50 pieces per pack	5		
68	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack	26		
69	FOLDER, PRESSBOARD, GREEN, size: 240mm x 370mm, 100 pcs./box	7		
70	FOLDER, PRESSBOARD, ORANGE, size: 240mm x 370mm, 100 pcs./box	2		
71	FOLDER, TAGBOARD, WHITE, for A4 size documents, 100 pcs./pack	13		
72	FOLDER, TAGBOARD, WHITE, for Legal size documents, 100 pcs./pack	181		

73	GLUE GUN, SMALL	14		
74	GLUE, SPONGE TIP, 50cc tube	24		
75	GLUE STICK, All-purpose, 21g, non-toxic	44		
76	GLUE STICK, for Glue Gun, Small	20		
77	GLUE, ALL PURPOSE, gross weight: 130 grams min	28		
78	GLUE, ALL PURPOSE, gross weight: 240 grams min	37		
79	HP INK BOTTLE GT53, BLACK, 70 ml, original	12		
80	HP INK BOTTLE GT52, CYAN, 70 ml, original	4		
81	HP INK BOTTLE GT52, MAGENTA, 70 ml, original	4		
82	HP INK BOTTLE GT52, YELLOW, 70 ml, original	2		
83	HP 79A, INK LASERJET TONER CARTRIDGE	12		
84	HP CARTRIDGE INK #678, BLACK, original	15		
85	HP CARTRIDGE INK #678, TRI-COLOR, original	15		
86	HP CARTRIDGE INK #680, BLACK, original	70		
87	HP CARTRIDGE INK #680, TRI-COLOR, original	91		
88	HP CARTRIDGE INK #704, BLACK, original	24		
89	HP CARTRIDGE INK #704, TRI-COLOR, original	6		
90	I.D HOLDER WITH SLING, Portrait	30		
91	MARKER, FLUORESCENT, CHISEL TIP, 3 colors per set (Y,O,G)	125		
92	MARKER, PERMANENT, BROAD TIP, Black, 12pcs./bx	8		
93	MARKER, PERMANENT, FINE TIP, Black, 12pcs./bx	49		
94	MARKER, PERMANENT, FINE TIP, Blue, 12pcs./bx	2		
95	MARKER, PERMANENT, FINE TIP, Red, 12pcs./bx	2		
96	MARKER, WHITEBOARD, Black, 12pcs./bx	2		
97	MOUSEPAD, With Wrist Foam Support, Blue	8		
98	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves.	114		
99	NOTEBOOK, BIG, spiral, 80 leaves	50		
100	NOTEPAD, ARROW FLAG, size: 11.9mm x 43.2mm, 10 Assorted colors/pad	195		

101	NOTEPAD, STICK-ON, size: (3"x3") 100 sheets/pad	554		
102	PAD PAPER, INTERMEDIATE, WHOLE, 200mm x 250mm; 80 leaves	60		
103	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, small, 100pcs/bx	53		
104	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, big, 100pcs/bx	103		
105	PAPER, COPY, A4, 70 gsm, size: 210mm x 297mm	1265		
106	PAPER, COPY, LEGAL, 70 gsm, size: 216mm x 330mm	1400		
107	PAPER, COPY, LETTER, 70 gsm, size: 216mm x 279mm	797		
108	PARCHMENT PAPER, 100 Sheet per box	1		
109	PENCIL SHARPENER, DESKTOP, single cutterhead, 1 pc./individual plastic case	3		
110	PENCIL, LEAD WITH ERASER, woodcased, 12 pcs./box	9		
111	PHOTO PAPER, A4 size, Glossy, 20 sheets/pack	41		
112	PHOTO PAPER, A4 size, Matte, 10 sheets/pack	16		
113	PLASTIC BAG, COLOR WHITE, LARGE SIZE, 100PCS/PACK	10		
114	PLASTIC COVER, Per Yard (roll), thickness: .007" microns/mm	25		
115	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller	22		
116	PLASTIC STORAGE BOX, 70L capacity, clear, w/ cover & roller	10		
117	PLASTIC STORAGE BOX, 95L capacity, clear, w/ cover & roller	10		
118	PUNCHER, PAPER, heavy duty, two-hole, large	24		
119	PUSHPIN, Flathead type, assorted colors, 100pcs/case	41		
120	RECHARGEABLE BATTERY, AA, 2 pcs./pack, Voltage: 1.2v, 1500mAh	1		
121	RECORD BOOK, 300 pages, size: 214mm x 278mm	113		
122	RECORD BOOK, 500 pages, size: 214mm x 278mm	45		
123	RUBBER BAND, 70mm min lay flat length (#18)	61		
124	RULER, PLASTIC, 450MM, 1 piece in individual plastic	15		
125	SACK, 50kg/s Capacity, thickness: 1mm, 21 x 38 inches	99		
126	SCISSORS, symmetrical, heavy duty, blade length: 8"	86		
127	SIGNPEN, GEL TYPE, Liquid gel/ink , Black, 0.5 mm, needle tip	901		

128	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip	72		
129	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip	146		
130	SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip	23		
131	SIGNPEN, GEL TYPE, QUICK-DRY, Liquid gel/ink, Rubber Grip, Black, 0.5 mm, needle tip	144		
132	SIGNPEN, GEL TYPE, QUICK-DRY, Liquid gel/ink , Rubber Grip, Blue, 0.5 mm, needle tip	233		
133	SPECIALTY BOARD, LETTER, 220gsm, White, 10 pieces/pack	500		
134	SPECIALTY PAPER, LEGAL, 200gsm, White, 10 sheets/pack	105		
135	SPECIALTY PAPER, LETTER, 200gsm, White, 10 sheets/pack	11		
136	STAMP PAD INK, purple or violet, 30ml (min.)	33		
137	STAMP PAD INK, black, 30ml (min.)	3		
138	STAMP PAD, FELT, No.2	33		
139	STAMP PAD, FELT, No.4	14		
140	STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format	4		
141	STAPLE WIRE, HEAVY DUTY, #23/13	13		
142	STAPLE WIRE, HEAVY DUTY, #35, 5,000 staples/box	182		
143	STAPLER W/ REMOVER, Staple #35, Heavy Duty	104		
144	STICKER PAPER, A4 size, Glossy, 10 sheets/pack	5		
145	TAPE DISPENSER, TABLE TOP, for 24mm/ 1inch width tape	15		
146	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm	30		
147	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm	55		
148	TAPE, DUCT, Silver, width: 48mm/2inch x 50mtrs	73		
149	TAPE, MASKING, width: 24mm/ 1inch x 50 mtrs	88		
150	TAPE, MASKING, width: 48mm/ 2inch x 50 mtrs	45		
151	TAPE, PACKAGING, width: width: 48mm/ 2inch x 50 mtrs	10		
152	TAPE, TRANSPARENT, width: 24mm/ 1inch x 50 mtrs	84		
153	TAPE, TRANSPARENT, width: 48mm/ 2inch x 50 mtrs	90		
154	TONER CARTRIDGE, HP 17A, original	26		

<b>155</b>	TONER CARTRIDGE, HP 80A, original	10		
<b>156</b>	TONER CARTRIDGE, HP 26A, original	25		
<b>157</b>	TONER CARTRIDGE, HP 410A, Black, original	1		
<b>158</b>	TONER CARTRIDGE, HP 410A, MAGENTA, original	2		
<b>159</b>	TONER CARTRIDGE, HP 410A, YELLOW, original	1		
<b>160</b>	TONER CARTRIDGE, SAMSUNG MLT-D203E, BLACK original	5		
<b>161</b>	TWINE, PLASTIC, Black, 1 kg./roll	16		

*NOTE : In case of discrepancy between unit price and total price, the unit price will prevail. Contract price per item is inclusive of all applicable taxes.*

Name of Bidder : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Signature of Authorized representative: \_\_\_\_\_

Date : \_\_\_\_\_

# *Price Schedule for Goods Offered from Within the Philippines*

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

## For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# *Price Schedule for Goods Offered from Abroad*

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

## *For Goods Offered from Abroad*

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**PLEASE USE THIS PRESCRIBED FORMAT IN  
THIS BID FORM**

## Bid Securing Declaration

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION

Invitation to Bid No.: *[Insert number]*

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE III  
Diosdado Macapagal Government Center,  
City of San Fernando, Pampanga**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

<b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b>
---

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Certification from Insurance Commission

---

***NOTE:** Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.*

### [Insurance Commission Letterhead]

#### CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder’s Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2( c ) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

*Paid under*[insert Official Receipt No.]

<b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b>
---

**(Bidder's Company Letterhead)**

**Purchase of Office/Consumables Supplies for the Use of Various Offices/Programs  
for November-December CY 2021.**

**ITB NO. GOP/DSWD3-2021-10-001**

Approved Budget for the Contract (ABC): PhP3,188,987.90

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

(Please show figures at how you arrived at the NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is \_\_\_\_\_ (PhP \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

<b>CA</b>	<b>=</b>	<b>Current Assets</b>	<b>P</b>
<b>Less:</b>			<b>-</b>
<b>CL</b>	<b>=</b>	<b>Current Liabilities</b>	<b>P</b>
<b>Sub-Total 1</b>			<b>P</b>
			<b>X 15</b>
<b>Sub-Total 2</b>			<b>P</b>
<b>Less:</b>			<b>-</b>
<b>C</b>	<b>=</b>	Value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	<b>P</b>
<b>NFCC</b>			<b>P</b>

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\*\*\* This document must be attached to the Technical Component Envelope \*\*\*

1. The phrase "value of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Audited Financial Statements.
2. The value of all outstanding or uncompleted contracts refers to those listed in Annex II.
3. The detailed computation must be shown using the formula provided above.
4. The NFCC computation must be at least equal to the ABC of the project

**PLEASE USE THIS PRESCRIBED FORMAT IN  
THIS BID FORM**

**Statement of All On-Going Government and Private Contracts, Including  
Contracts Awarded but Not Yet Started, Whether Similar or Not Similar  
in Nature and Complexity to the Contract to be Bid**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**A. Government**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

**B. Private**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address				b. Date Started			
	c. Contact Nos.		Description	%	c. Target Date of Completion	Planned	Actual	
1.	a.				a.			
	b.				b.			

	c.			c.			
2.	a.			a.			
	b.			b.			
	c.			c.			

Note: *The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) **Contract or Purchase Order**, (b) **Official Receipt(s) or Sales Invoice** or (c) **User's Certificate of Acceptance/Completion**.*

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM</b></p>
--



**Statement of Single Largest Completed Contract of Similar Nature Within the Last Three (3) Years Prior to the Date of Submission and Receipt of Bids, equivalent to at least Fifty percent (50%) of the ABC of this project.**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address				b. Date Started
	c. Contact Nos.		Description	%	c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name of Bidder: \_\_\_\_\_

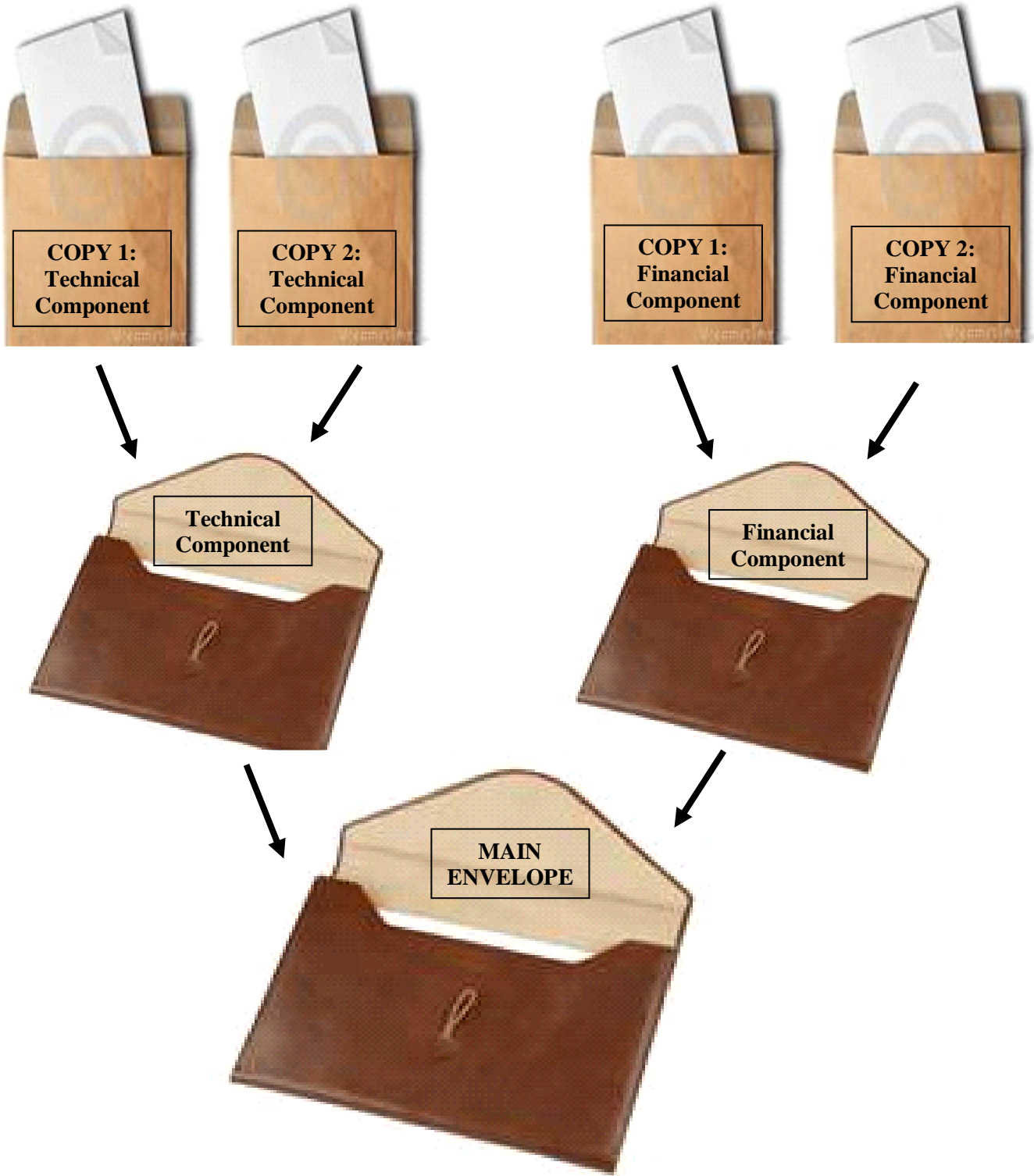
Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

*The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.4.*

# SEALING AND MARKING OF BIDS



# SAMPLE FORMAT OF LABELED ENVELOPE

## COPY 1 AND COPY 2 OF TECHNICAL COMPONENT:

### COPY 1 – TECHNICAL COMPONENT

TO: **MS. VENUS F. REBULDELA**  
Chairperson  
Bids and Awards Committee  
Name of Agency  
Agency Address

FROM: (Name of Bidder in Capital Letters)

ADDRESS: (Address of Bidder in Capital Letters)

PROJECT: (Title of Project in Capital Letters)

LOT: \_\_\_\_\_

Bid Ref No.: \_\_\_\_\_

ABC: \_\_\_\_\_

**DO NOT OPEN BEFORE:** \_\_\_\_\_

### COPY 2 – TECHNICAL COMPONENT

TO: **MS. VENUS F. REBULDELA**  
Chairperson  
Bids and Awards Committee  
Name of Agency  
Agency Address

FROM: (Name of Bidder in Capital Letters)

ADDRESS: (Address of Bidder in Capital Letters)

PROJECT: (Title of Project in Capital Letters)

LOT: \_\_\_\_\_

Bid Ref No.: \_\_\_\_\_

ABC: \_\_\_\_\_

**DO NOT OPEN BEFORE:** \_\_\_\_\_

**OUTER ENVELOPE:**

**TECHNICAL COMPONENT**

**TO:** **MS. VENUS F. REBULDELA**  
Chairperson  
Bids and Awards Committee  
Name of Agency  
Agency Address

**FROM:** (Name of Bidder in Capital Letters)

**ADDRESS:** (Address of Bidder in Capital Letters)

**PROJECT:** (Title of Project in Capital Letters)

**LOT:** \_\_\_\_\_

**Bid Ref No.:** \_\_\_\_\_

**ABC:** \_\_\_\_\_

**DO NOT OPEN BEFORE:** \_\_\_\_\_

**MAIN ENVELOPE:**

**BIDDING DOCUMENTS**

**TO:** **MS. VENUS F. REBULDELA**  
Chairperson  
Bids and Awards Committee  
Name of Agency  
Agency Address

**FROM:** (Name of Bidder in Capital Letters)

**ADDRESS:** (Address of Bidder in Capital Letters)

**PROJECT:** (Title of Project in Capital Letters)

**LOT:** \_\_\_\_\_

**Bid Ref No.:** \_\_\_\_\_

**ABC:** \_\_\_\_\_

**DO NOT OPEN BEFORE:** \_\_\_\_\_

