



**MUNICIPALITY OF SANTA FE, ROMBLON**

**PHILIPPINE BIDDING DOCUMENTS**

**for the**

**PROCUREMENT OF OFFICE  
SUPPLIES (LOT 1-11)**

Date of Public Bidding: March 7, 2023, 1:30 P.M.

Sixth Edition  
July 2020

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## Glossary of Acronyms, Terms, and Abbreviations

**ABC** –Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means "delivered duty paid."

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – "Free Carrier" shipping point.



**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** –Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** –Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# Section I.

## Invitation to Bid



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
-oOo-

**THE BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR THE  
PROCUREMENT OF OFFICE SUPPLIES (LOT 1-11)**

1. The **Municipal Government of Santa Fe, Romblon**, through the **General Fund 2023<sup>1</sup>** intends to apply the sum of **Five Hundred Ninety Three Thousand One Hundred Fourteen Pesos & 58/100 (Php593,114.58)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **"Procurement of Office Supplies (Lot 1-11) (ITB No. 2023-0019)"**. Bids received in excess of the ABC shall be automatically rejected at bid opening. **Bidders may participate for any one or all lots.**

LOT NO.	NAME OF PROJECT	ABC
Lot 1	Office Supplies (Mayor's Office)	P 141,876.00
Lot 2	Office Supplies (BAC)	P 90,000.00
Lot 3	Office Supplies (MCR)	P 33,000.00
Lot 4	Office Supplies (MHO)	P 66,500.00
Lot 5	Office Supplies (MPDC)	P 35,000.00
Lot 6	Office Supplies (MTO)	P 32,241.92
Lot 7	Office Supplies (Engineering)	P 41,000.00
Lot 8	Office Supplies (OP)	P 19,960.00
Lot 9	Office Supplies (SB)	P 59,836.66
Lot 10	Office Supplies (Accounting)	P 43,700.00
Lot 11	Office Supplies (MENRO)	P 30,000.00

2. The **Municipal Government of Santa Fe, Romblon** now invites bids for the above Procurement Project. Delivery of Goods is required **thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder**. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SECs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)



4. Prospective Bidders may obtain further information from **Municipal Government of Santa Fe** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 15, 2023 to March 7, 2023** from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (P1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

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. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **March 7, 2023 at 1:30 P.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**,
8. Bid opening shall be on **March 7, 2023 at 1:30 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Municipal Government of Santa Fe, Romblon 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 Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ENGR. CHARLIE T. ANDRES JR.**  
Municipal Agriculturist/LGU-BAC Chairperson  
Municipality of Santa Fe  
Province of Romblon  
Telephone No. **0927-863-5875**  
Email Address: **stafebac2023@gmail.com**

11. You may visit the website listed below:

For downloading of Bidding Documents: **<http://www.staferomblon.gov.ph>**

  
**CHARLIE T. ANDRES, JR.**  
LGU-BAC Chairperson



# **Section II.**

# **Instructions to Bidders**

## 1. Scope of Bid

The Procuring Entity, **Municipal Government of Santa Fe, Romblon** wishes to receive Bids for the **Procurement of Office Supplies (Lot 1-11)**, with identification number **ITB No. 2023-0019**

The Procurement Project (referred to herein as "Project") is composed of eleven (11) lots, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Fund 2023** in the amount of **Five Hundred Ninety Three Thousand One Hundred Fourteen Pesos & 58/100 (P 593,114.58)**.

2.2. The source of funding is:

**General Fund 2023, as approved by the Sanggunian.**

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expandable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

The Procuring Entity has prescribed that subcontracting is not allowed.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.



## 10. Documents comprising the Bid: Eligibility and Technical Components

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

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

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

### 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 Philippine Pesos.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid within 120 Calendar Days from the Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

In addition, each bidder shall submit two (2) 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.

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

### 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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 the 2016 revised IRR of RA No. 9184.

- 19.2. Interested 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 14 shall be submitted for each lot or item separately.

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

- 19.4. The Project shall be awarded as follows:

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

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



## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

# **Section III.**

# **Bid Data Sheet**

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Sale and delivery of similar items stated in the Technical Specifications' section of this Bidding Documents.</i></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> <li>c. Prospective bidder need to submit one SLCC per lot</li> </ol> <p>Note: Use the prescribed forms for the Statement of SLCC provided in this Bidding Documents. Using other forms not prescribed in this bidding documents is ground for disqualification of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
10.1	<p>The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents)</p> <p>Please follow the additional provisions:</p> <ol style="list-style-type: none"> <li>1. For bid Security, if the bidder opted to submit Bid Securing Declaration, use the prescribed form provided in this Bidding Document</li> <li>2. For NFCC, Statement of SLCC and Statement of All Ongoing and Private Contracts, the prospective bidder should use the prescribed form provided in this Bidding Document</li> <li>3. NFCC computation should be pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184.</li> </ol> <p><b>Using other forms not prescribed in this Bidding Document is a ground for disqualification of bids.</b></p>
12	The price of the Goods shall be quoted DDP <i>Municipal Government of Santa Fe – Poblacion, Santa Fe, Romblon</i> inclusive of applicable taxes and freight charges or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:



	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond																																				
	Lot 1	P 2,837.52	P 2,837.52	P 7,093.80																																				
	Lot 2	P 1,800.00	P 1,800.00	P 4,500.00																																				
	Lot 3	P 660.00	P 660.00	P 1,650.00																																				
	Lot 4	P 1,330.00	P 1,330.00	P 3,325.00																																				
	Lot 5	P 700.00	P 700.00	P 1,750.00																																				
	Lot 6	P 644.84	P 644.84	P 1,612.10																																				
	Lot 7	P 820.00	P 820.00	P 2,050.00																																				
	Lot 8	P 399.20	P 399.20	P 998.00																																				
	Lot 9	P 1,196.73	P 1,196.73	P 2,991.83																																				
	Lot 10	P 874.00	P 874.00	P 2,185.00																																				
	Lot 11	P 600.00	P 600.00	P 1,500.00																																				
19.3	<p><i>The ABC for the project is Five Hundred Ninety Three Thousand One Hundred Fourteen Pesos &amp; 58/100 (P 593,114.58) broken into the following lots:</i></p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Name of Project</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>Office Supplies (Mayor's Office)</td> <td>P 141,876.00</td> </tr> <tr> <td>Lot 2</td> <td>Office Supplies (BAC)</td> <td>P 90,000.00</td> </tr> <tr> <td>Lot 3</td> <td>Office Supplies (MCR)</td> <td>P 33,000.00</td> </tr> <tr> <td>Lot 4</td> <td>Office Supplies (MHO)</td> <td>P 66,500.00</td> </tr> <tr> <td>Lot 5</td> <td>Office Supplies (MPDC)</td> <td>P 35,000.00</td> </tr> <tr> <td>Lot 6</td> <td>Office Supplies (MTO)</td> <td>P 32,241.92</td> </tr> <tr> <td>Lot 7</td> <td>Office Supplies (Engineering)</td> <td>P 41,000.00</td> </tr> <tr> <td>Lot 8</td> <td>Office Supplies (OP)</td> <td>P 19,960.00</td> </tr> <tr> <td>Lot 9</td> <td>Office Supplies (SB)</td> <td>P 59,836.66</td> </tr> <tr> <td>Lot 10</td> <td>Office Supplies (Accounting)</td> <td>P 43,700.00</td> </tr> <tr> <td>Lot 11</td> <td>Office Supplies (MENRO)</td> <td>P 30,000.00</td> </tr> </tbody> </table>				Lot No.	Name of Project	ABC	Lot 1	Office Supplies (Mayor's Office)	P 141,876.00	Lot 2	Office Supplies (BAC)	P 90,000.00	Lot 3	Office Supplies (MCR)	P 33,000.00	Lot 4	Office Supplies (MHO)	P 66,500.00	Lot 5	Office Supplies (MPDC)	P 35,000.00	Lot 6	Office Supplies (MTO)	P 32,241.92	Lot 7	Office Supplies (Engineering)	P 41,000.00	Lot 8	Office Supplies (OP)	P 19,960.00	Lot 9	Office Supplies (SB)	P 59,836.66	Lot 10	Office Supplies (Accounting)	P 43,700.00	Lot 11	Office Supplies (MENRO)	P 30,000.00
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20.2	<p><i>BIR Certificate of Registration and Latest income tax and business tax return fled and paid through the BIR Electronic and Payment System. Likewise, updated Tax Clearance and PhilGEPS Registration are required if those documents already expires during the conduct of post-qualification but not during the submission and opening of bids.</i></p>																																							
21.2	None																																							

# **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 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**

- 5.1 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.
- 5.2 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	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>on project site Municipal Hall-Poblacion, Santa Fe, Romblon</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>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and three (3) copies of the Supplier's Invoice showing Goods', description, quantity, unit price and total amount;</li> <li>(ii) Original and three (3) copies of delivery receipt</li> </ul> <p>For purpose of this Clause the Procuring Entity's Representative at the Project Site are Ms. Ruth V. Gallos and Ms. Doreen S. Gregorio.</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> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <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> </ul>

	<p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>



	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul> <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>



2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are actual inspection and testing of the goods delivered.

# **Section VI. Schedule of Requirements**

## 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.

### Lot 1 – Office Supplies (Mayor’s Office)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, aerosol type, spray, 320ml	10 bottle	10 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	AIR FRESHENER, scented gel, 320ml lavender	10 pieces	10 pieces	
3	ADHESIVE TAPE, 12mmx10m	8 roll	8 roll	
4	BALLPEN, ordinary, black, 25/s	15 box	15 box	
5	BATTERY AAA, 2 pieces per pack	2 pack	2 pack	
6	BATTERY AA, 2 pieces per pack	2 pack	2 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
7	BROOM, soft, tambo	10 pieces	10 pieces	
8	BROOM, stick, ting-ting	20 pieces	20 pieces	
9	CLEANER, toilet and urinal, 1000ml	15 bottle	15 bottle	
10	CLEARBOOK, legal	5 pieces	5 pieces	
11	CLIP, BACKFOLD, 25mm	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
12	CLIP BACKFOLD, 32mm	5 box	5 box	
13	CLIP BACKFOLD, 50mm	10 box	10 box	
14	CORRECTION TAPE, good quality, 5mmx8m	20 pieces	20 pieces	
15	DATA FILE BOX, legal (Magazine File Box)	30 pieces	30 pieces	
16	DETERGENT POWDER, 47-60 grams/sachet	20 dozen	20 dozen	Within 30 working days upon supplier's receipt of Notice to Proceed
17	DISHWASHING LIQUID, 1 liter	15 bottle	15 bottle	
18	DISH DRAINEER (two layered)	2 unit	2 unit	
19	DOORMAT, cloth	10 pieces	10 pieces	
20	DTR CSC Form No. 48	40 pad	40 pad	
21	DUST PAN, non-rigid plastic	5 piece	5 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
22	FABCON antibac, 33ml	144 sachet	144 sachet	
23	FOLDER with tab, legal	15 dozen	15 dozen	
24	FOLDER with tab, A4	36 dozen	36 dozen	
25	FLASH DRIVE, 32GB	4 pieces	4 pieces	
26	MULTIPURPOSE GLASS CLEANER, 500ml	5 bottle	5 bottle	
27	GLUE, all purpose, 130 grams	5 bottle	5 bottle	
28	INK CART, CANON CL-811, colored	6 cart	6 cart	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
29	INK CART, CANON PG-810, black	8 cart	8 cart	
30	CANON INK, yellow, 100ml	2 bottle	2 bottle	
31	CANON INK, black, 100ml	4 bottle	4 bottle	
32	CANON INK, magenta, 100ml	2 bottle	2 bottle	
33	CANON INK, cyan, 100ml	2 bottle	2 bottle	
34	EPSON INK, 003 yellow, 100ml	4 bottle	4 bottle	
35	EPSON INK, 003 black, 100ml	4 bottle	4 bottle	
36	EPSON INK, 003 magenta, 100ml	4 bottle	4 bottle	
37	EPSON INK, 003 cyan, 100ml	4 bottle	4 bottle	
38	EPSON INK, 664 yellow, 100ml	4 bottle	4 bottle	
39	EPSON INK, 664 black, 100ml	4 bottle	4 bottle	
40	EPSON INK, 664 magenta, 100ml	4 bottle	4 bottle	
41	EPSON INK, 664 cyan, 100ml	4 bottle	4 bottle	
42	EXPANDED ENVELOPE	48 pieces	48 pieces	
43	EXPANDED FOLDER, legal	48 pieces	48 pieces	
44	EXTENSION WIRE, heavy duty, 10 meters, 4 gangs	2 piece	2 piece	
45	INSECTICIDE, aerosol type, 500ml	6 cans	6 cans	
46	COMPUTER KEYBOARD	3 pieces	3 pieces	
47	Liquid hand sanitizer, 500ML	3 bottle	3 bottle	
48	MARKER, permanent, black, bullet type, refillable	2 piece	2 piece	
49	MOUSE, optical USB connection type	2 unit	2 unit	
50	MOP with steel handle	2 piece	2 piece	
51	MULTI INSECT SPRAY odorless, 500ml	8 bottle	8 bottle	
52	MURIATIC ACID, 1000ml	20 pcs	20 pcs	
53	NEON PAPER, assorted color	3 ream	3 ream	
54	NOTE PAD, stick on, 76mmx100mm (3"x4")	3 pad	3 pad	
55	PAPER CLIP, vinyl/plastic coated, 50mm	15 box	15 box	
56	PAPER, MULTI-PURPOSE, A4, 70gsm	90 ream	90 ream	
57	PAPER, MULTI-PURPOSE, legal, 70gsm	30 ream	30 ream	
58	PAPER FASTENER, plastic coated	10 box	10 box	
59	PENTELPEN, ink refill	2 bottle	2 bottle	
60	PENCIL, lead, with eraser	4 box	4 box	
61	PHILIPPINE NATIONAL FLAG	8 piece	8 piece	



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
62	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	20 piece	20 piece	
63	SIGN PEN 0.5mm needle tip, black	3 piece	3 piece	
64	STICKER PAPER, matte, A4	15 sheets	15 sheets	
65	PUNCHER 2holes, big	2 piece	2 piece	
66	RECORD BOOK, 300 pages, sizes: 214mmx278mm min	10 piece	10 piece	
67	RULER, plastic 450mm	3 piece	3 piece	
68	SCISSORS, symmetrical medium size	2 pair	2 pair	
69	STAMP PAD, felt	2 piece	2 piece	
70	STAPLER, standard	3 piece	3 piece	
71	STAPLE WIRE, standard	10 box	10 box	
72	TAPE DISPENSER	2 pieces	2 pieces	
73	TAPE, transparent, 24mm	18 roll	18 roll	
74	TIERMISH DOCUMENT TRAY filling data rock three layers	6 pieces	6 pieces	
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9roll/pack	20 pack	20 pack	
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml	10 bottle	10 bottle	
77	TRASH BIN, big	2 piece	2 piece	
78	5 GALLON, round water container with refilled water	2 piece	2 piece	
79	WATER TUB, container (big)	2 piece	2 piece	
80	WiFi	1 piece	1 piece	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

## 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.

### Lot 2 – Office Supplies (BAC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, aerosol spray, 300ml	6 cans	6 cans	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ETHYL ALCOHOL, with moisturizers, 70% solution, gallon	3 gallon	3 gallon	
3	BALLPEN, black, ordinary, 25pcs/box	2 box	2 box	
4	BOND PAPER, A4, subs.20, 70gsm	100 reams	100 reams	
5	BOND PAPER, legal, subs.20, 70gsm	30 reams	30 reams	
6	CANON MC-G02, maintenance cartridge for printer – CANON PIXMA G2020	2 pcs	2 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, BH 70B (genuine cartridge)	2 box	2 box	
8	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, CH 70C (genuine cartridge)	2 box	2 box	
9	CANON INK CARTRIDGE 57 (color) and 47 (black)	2 set	2 set	
10	CANON INK CARTRIDGE, CL-98 (color)	2 cart	2 cart	
11	CANON INK CARTRIDGE, CL-811 (color)	2 cart	2 cart	Within 30 working days upon supplier's receipt of Notice to Proceed
12	CLIP, backfold, 32mm	3 boxes	3 boxes	
13	CLIP, backfold, 50mm	6 boxes	6 boxes	
14	CORRECTION TAPE	24 pcs	24 pcs	
15	FLASH DRIVE, 32GB capacity	6 pcs	6 pcs	
16	FOLDER PRESSBOARD, green	36 pcs	36 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
17	INK FOR CANON PRINTER, No.71 (black)	10 bottles	10 bottles	
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 3 bottles/set	2 set	2 set	
19	INK FOR EPSON PRINTER, No.003 (black)	4 bottles	4 bottles	
20	INK FOR EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set	2 set	2 set	
21	INTERNET SECURITY, for 5PC	1 pc	1 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
22	MAGNETIC WHITE BOARD with aluminum frame, wall mount, size: 4x6 ft	1 pc	1 pc	
23	NOTE PAD, self-stick on, 50x10mm, 50sheetsx5colors, 250 sheets/pad, 2 pad/set	6 pads	6 pads	
24	PENCIL, lead, with eraser, 12 pcs/box	2 boxes	2 boxes	
25	PENCIL SHARPENER, desktop sharpener, manual	1 pc	1 pc	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	PLASTIC COMBI BINDING RING, 1" (25mm)	24 piece	24 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
27	PLASTIC COMBI BINDING RING, 1 1/4" (32mm)	12 piece	12 piece	
28	PLASTIC COMBI BINDING RING, 2" (51mm)	12 piece	12 piece	
29	SACKS, clean, 50kgs	12 pcs	12 pcs	
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream	30 pack	30 pack	
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream	12 pack	12 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
32	STAPLER, standard, with built-in wire remover	2 pc	2 pc	
33	TAPE TRANSPARENT, 24mm, big	12 rolls	12 rolls	
34	TOILET TISSUE PAPER, 2ply, 100% recycled, 12 rolls/pack	6 packs	6 packs	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date



## 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.

### Lot 3 – Office Supplies (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, isopropyl, 500ml, flip cap bottle	5 bottle	5 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	CORRECTION TAPE, size: 5mmx10mm, 10 meters long	20 piece	20 piece	
3	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm	10 piece	10 piece	
4	BROWN ENVELOPE, A4	50 piece	50 piece	
5	BROWN ENVELOPE, long	50 piece	50 piece	
6	FOLDER, A4, good kind	50 box	50 box	Within 30 working days upon supplier's receipt of Notice to Proceed
7	FOLDER, long, good kind	150 piece	150 piece	
8	PAPER CLIP, vinyl/plastic coated, 33mm	5 box	5 box	
9	PAPER CLIP, vinyl/plastic coated, 50mm	5 box	5 box	
10	BOND PAPER, substance 20, A4	35 ream	35 ream	
11	BOND PAPER, substance 20, long	20 ream	20 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
12	RIBBON CART, Epson (#8750) black	10 piece	10 piece	
13	TOILET TISSUE PAPER, 2-ply, ultra soft	24 roll	24 roll	
14	RECORD BOOK, 300 pages	3 piece	3 piece	
15	BALLPEN, black, retractable oil base gel pen .7mm, 25s	2 box	2 box	
16	EPSON INK #003, black	4 bottle	4 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
17	EPSON INK #003, magenta	2 bottle	2 bottle	
18	EPSON INK #003, cyan	2 bottle	2 bottle	
19	EPSON INK #003, yellow	2 bottle	2 bottle	
20	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	10 piece	10 piece	
21	TONER CARTRIDGE INEO 64	1 piece	1 piece	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date



## 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.

### Lot 4 – Office Supplies (MHO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALL PURPOSE BOND PAPER, 80gsm (5ream/box) A4	14 box	14 box	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ARCHFILE FOLDER long slide clip 2inch lever - blue	12 pcs	12 pcs	
3	BROTHER GENUINE INK BTD60 BK 108ml	10 btl	10 btl	
4	COPIER BOND PAPER 70gsm (5ream/box) F4 (long)	5 box	5 box	
5	CORK BOARD with frame, 24inx36in	5 pcs	5 pcs	
6	DOUBLE SIDED TAPE, (12mmx10y)	12 roll	12 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
7	ALL PURPOSE GLUE stick 15g (2stick/pck)	10 pck	10 pck	
8	EPSON INK, 664 BK	3 btl	3 btl	
9	FILE MAGAZINE RACK single arlin - gray	10 pcs	10 pcs	
10	KRAFT FOLDER long (10pcs/pck)	30 pack	30 pack	
11	BROWN ENVELOPE, long, (50pcs/pack)	45 pack	45 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EXPANDING FOLDER, long	100 pcs	100 pcs	
13	CLEAR SHEET PROTECTOR for ring binders, long (100sheets/pack)	10 pack	10 pack	
14	PAPER FASTENER (50pcs/box)	15 box	15 box	
15	PENCIL No.2 (12pcs/box)	5 box	5 box	
16	PERMANENT TWIN MARKER black (12pcs/box)	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
17	PUSH PIN (100pcs/box)	5 box	5 box	
18	RECORD BOOK JUNIOR, 150pages, 215mmx139mm	10 pcs	10 pcs	
19	REFILLABLE CORRECTION TAPE retractable with refill	20 pcs	20 pcs	
20	ROUND STIC EZ SMOOTH NEEDLE BALLPEN 0.7mm (12pcs/pack)	10 pack	10 pack	
21	RUBBER STAMP (Certified True Copy)	1 pc	1 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
22	RUBBER STAMP (received)	1 pc	1 pc	
23	SCOTCH TAPE (3/4inx5m)	40 roll	40 roll	
24	SINGLE HOLE PUNCHER, 3mm	1 pc	1 pc	
25	STAMP PAD	1 pc	1 pc	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	STAPLE WIRE No.35	10 box	10 box	Within 30 working days upon supplier's receipt of Notice to Proceed
27	STURDY BINDER CLIPS, black, 25mm (24pcs/box)	10 box	10 box	
28	STURDY BINDER CLIPS, black, 51mm (12pcs/box)	15 box	15 box	

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

\_\_\_\_\_  
Name of Company/Bidder

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Signature over printed name

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Date

## 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.

### Lot 5 – Office Supplies (MPDC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, aerosol type	2 can	2 can	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BALLPEN, black, 0.5mm	2 dozen	2 dozen	
3	BATTERY dry cell, AA, heavy duty	4 pack	4 pack	
4	BATTERY dry cell, AAA, heavy duty	2 pack	2 pack	
5	CLIP, backfold, 25mm	1 box	1 box	
6	CLIP, backfold, 32mm	1 box	1 box	
7	CORRECTION TAPE, 5m	5 piece	5 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
8	DATA FOLDER, with tagila lock, horizontal, legal	12 piece	12 piece	
9	DATING AND STAMPING MACHINE, with self inking stamp and reliable and removable ink pad	1 unit	1 unit	
10	DISINFECTANT SPRAY	2 can	2 can	
11	DTR, 100pcs/pad	4 pad	4 pad	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EXTENSION CORD, 6 gang (6x International outlet with USB), 5 meters cord length, 2500W 10A 250V	1 unit	1 unit	
13	FOLDER, with tab, legal	1 pack	1 pack	
14	FURNITURE CLEANER, aerosol type	1 can	1 can	
15	GLUE, 240ml, safe, non-toxic, quick dry	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
16	INK GT 53 HP (black)	2 bottle	2 bottle	
17	INK GT 52 HP (magenta)	1 bottle	1 bottle	
18	INK GT 52 HP (cyan)	1 bottle	1 bottle	
19	INK EPSON 003 (black)	8 bottle	8 bottle	
20	INK EPSON 003 (magenta)	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
21	INK EPSON 003 (cyan)	2 bottle	2 bottle	
22	INK EPSON 003 (yellow)	2 bottle	2 bottle	
23	LIQUID HAND SANITIZER, 500ml	2 bottle	2 bottle	
24	MARKER, permanent, black, bullet type	2 piece	2 piece	
25	MOUSE, universal compatibility, 2.4GHz wireless, size: 11*6.8*3.6cm, adjustable DPI switch: 800-1200-1600DPI	3 piece	3 piece	
26	NOTE PAD, stick on, 50mmx76mm (2"x3")rrin	3 pad	3 pad	



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
27	PAPER CLIP, 28mm, 100pcs, PVC wrapping, wire iron material	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
28	PAPER CLIP, 50mm, 100pcs, PVC wrapping, wire iron material	3 box	3 box	
29	PAPER, MULTICOPY, A4, 80gsm	25 ream	25 ream	
30	PAPER, MULTICOPY, legal, 80gsm	15 ream	15 ream	
31	SCISSOR, multi purpose stainless steel, heavy duty, 200mm*90mm	2 piece	2 piece	
32	SD CARD, 128gb	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
33	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	2 piece	2 piece	
34	STAMP PAD, felt	1 piece	1 piece	
35	STAPLE WIRE, No.35	2 box	2 box	
36	TAPE, transparent, 24mm	6 roll	6 roll	
37	TAPE, transparent, 48mm	2 roll	2 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
38	TISSUE, interfolded paper tower	6 pack	6 pack	
39	TOILET TISSUE PAPER, 2-ply, 100% recycled	6 pack	6 pack	
40	USB, 64gb	2 piece	2 piece	
41	VELLUM PAPER, 200gsm, 10sheets, A4, pale cream	2 pack	2 pack	
42	VELLUM PAPER, 200gsm, 10sheets, legal, pale cream	2 pack	2 pack	
43	WHITE BOARD MARKER, easy to erase, smooth writing, felt tip, bullet nib, 2.0mm, 6pcs/box	1 box	1 box	

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

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Name of Company/Bidder

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Signature over printed name

\_\_\_\_\_  
Date



## 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.

### Lot 6 – Office Supplies (MTO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, ethyl, 70% solution, 500ml	24 bottle	24 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BALLPEN, black, 25's	12 box	12 box	
3	BATTERY, heavy duty, AA, 2pcs per blister	12 pack	12 pack	
4	BOND PAPER, hard copy, subs.20, legal	40 ream	40 ream	
5	BOND PAPER, hard copy, subs.20, A4	30 ream	30 ream	
6	BROTHER INK, BT60BK, genuine	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CLEANER, toilet bowl & urinal, 100ml	3 bottle	3 bottle	
8	CORRECTION TAPE, good quality, 5mmx6mm	48 pcs	48 pcs	
9	DETERGENT POWDER, all purpose, 1kg per plastic pouch	6 doz	6 doz	
10	DTR, Civil Service Form No.48	10 pad	10 pad	
11	FASTENER, plastic, 7cm, 50/box	6 box	6 box	Within 30 working days upon supplier's receipt of Notice to Proceed
12	HP ORIGINAL LAZER JET TONER CARTRIDGE, CE285AC, genuine	2 cart	2 cart	
13	MAILING ENVELOPE, white long	1 box	1 box	
14	GEL PEN, 0.5mm, black	20 pcs	20 pcs	
15	MULTI-INSECT KILLER SPRAY, 500ml	2 can	2 can	
16	SCOTCH TAPE, 1", big	6 pcs	6 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
17	STAPLER, standard with remover, heavy duty #35	3 box	3 box	
18	SURGICAL FACE MASK, disposable, FDA approved, 3 ply, 50	12 box	12 box	
19	TRASH BAG, small, 15pcs	12 roll	12 roll	
20	TRASH BAG, XL, 10 pcs	5 roll	5 roll	
21	TOILET TISSUE PAPER, 2 ply sheet, 150 pulls, 12 rolls in a pack	6 doz	6 doz	Within 30 working days upon supplier's receipt of Notice to Proceed
22	TONER, INEO 165, genuine	1 cart	1 cart	
23	WINDOW GLASS CLEANER, 1000ml	1 bottle	1 bottle	

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

\_\_\_\_\_  
Name of Company/Bidder

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Signature over printed name

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Date

## 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.

### Lot 7 – Office Supplies (Engineering)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	PAPER MULTICOPY, 80gsm, legal	34 reams	34 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	PAPER MULTICOPY, 80gsm, A4	5 reams	5 reams	
3	AIR FRESHENER, spray, 320ml, lemon scent	4 bottles	4 bottles	
4	TAPE TRANSPARENT, 24mm, big	10 rolls	10 rolls	
5	TONER HP LASER JET P1102	1 pc	1 pc	
6	ALCOHOL, ethyl, 70% solution, 500ml	7 bottle	7 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CORRECTION TAPE, 5mmx8mm	5 pcs	5 pcs	
8	SIGN PEN, black liquid/gel ink, 0.5mm needle tip	10 pcs	10 pcs	
9	TONER MP2014H	1 pc	1 pc	
10	EPSON L120 INK, yellow, 100ml	1 pc	1 pc	
11	EPSON L120 INK, cyan, 100ml	1 pc	1 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EPSON L120 INK, magenta, 100ml	1 pc	1 pc	
13	EPSON L120 INK, black, 100ml	1 pc	1 pc	
14	BROTHER INK, BT5000Y yellow, 100ml	2 pcs	2 pcs	
15	BROTHER INK, BT5000Y cyan, 100ml	2 pcs	2 pcs	
16	BROTHER INK, BT5000Y magenta, 100ml	2 pcs	2 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
17	BROTHER INK, BT D60 BK black, 100ml	2 pcs	2 pcs	
18	10 pcs. BALLPEN 1423, .5, black	3 boxes	3 boxes	
19	25pcs. BLACK TECH PEN WATER GEL (0.7mm)	3 boxes	3 boxes	
20	BINDER CLIP 2"	5 boxes	5 boxes	
21	BINDER CLIP 1"	4 boxes	4 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
22	BINDER CLIP 1/2"	5 boxes	5 boxes	
23	128GB FLASH DRIVE	3 pcs	3 pcs	
24	DUAL DRIVE ROTARY MOP AND BUCKET SET or Floor Cleaning Mop with Spinner	1 pc	1 pc	
25	WALIS TAMBO	2 pcs	2 pcs	
26	SUPER ABSORBENT MICROFIBER TOWEL DRYING CARE CLOTH	15 pcs	15 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
27	DESK FILE ORGANIZER, sturdy magazine file holder 4 sections book desktop organizer plastic vertical	6 pcs	6 pcs	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
28	HEAVY DUTY 2 tier Desktop Document Tray Organizer Metal File Holder Desk	3 pcs	3 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
29	12-digit twin power CALCULATOR, (semi desktop)	3 pcs	3 pcs	
30	FILM CARBON PAPER for invoices, black	5 pads	5 pads	
31	STAPLER No.35, capacity 25 pages	4 pcs	4 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
32	RECORD BOOK, 300pages	5 pcs	5 pcs	
33	FACIAL TISSUE PAPER table napkins, 500 sheets	8 packs	8 packs	
34	DAILY TIME RECORD, prescribed CSC Form No.48	20 pads	20 pads	

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

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Name of Company/Bidder

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Signature over printed name

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Date



## 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.

### Lot 8 – Office Supplies (OP)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, ethyl, scented, 500ml	12 bottle	12 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	SUPER FINE BALLPEN #1423, 0.5black, 12 per box	2 box	2 box	
3	BROOM, soft	2 pieces	2 pieces	
4	CALCULATOR, standard, 12 digits, heavy duty	1 unit	1 unit	
5	CLIP, backfold, 19mm	10 boxes	10 boxes	
6	CORRECTION TAPE, good quality	12 pieces	12 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
7	DETERGENT POWDER	2 pouches	2 pouches	
8	FLASH DRIVE, 32GB, capacity	2 pieces	2 pieces	
9	INK REFILL EPSON printer, black #664	2 bottle	2 bottle	
10	INK REFILL EPSON printer, cyan #664	2 bottle	2 bottle	
11	INK REFILL EPSON printer, yellow #664	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
12	INK REFILL EPSON printer, magenta #664	2 bottle	2 bottle	
13	PAD PAPER, ruled	1 dozen	1 dozen	
14	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)	10 reams	10 reams	
15	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)	10 reams	10 reams	
16	PLASTIC ENVELOPE, with handle, bng	15 pieces	15 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
17	PHOTO PAPER, A4, 230gsm, high glossy	2 pack	2 pack	
18	PUSH PIN	6 box	6 box	
19	RECORD BOOK, 500pages	2 pieces	2 pieces	
20	SCISSORS, symmetrical/asymmetrical, medium size	3 pairs	3 pairs	
21	STAMP PAD, felt	12 pieces	12 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
22	STAPLER, big, standard type	1 piece	1 piece	
23	SIGN PEN GEL, black, 0.5mm	1 dozen	1 dozen	
24	SPECIALTY BOARD PAPER, short	5 packs	5 packs	
25	TAPE, packaging, 48mm	5 rolls	5 rolls	Within 30 working days upon supplier's receipt of Notice to Proceed
26	TISSUE PAPER, 2ply, (12 per pack)	12 bundle	12 bundle	
27	TOILET BOWL CLEANER, scented	1 bottle	1 bottle	



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

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Name of Company/Bidder

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Signature over printed name

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Date

## 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.

### Lot 9 – Office Supplies (SB)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ADAPTOR	2 piece	2 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ADHESIVE TAPE, big	3 roll	3 roll	
3	BATH SOAP, white antibacterial, 130g	2 pack	2 pack	
4	BALLPEN, 0.5 ballpoint, smooth, black, 12's	12 box	12 box	
5	BROWN ENVELOPE, ordinary, legal	100 piece	100 piece	
6	BROWN ENVELOPE, expanded with elastic strap, long	20 piece	20 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
7	DISHWASHING LIQUID, antibac, 1 liter	4 bottle	4 bottle	
8	ERASER, plastic/rubber	16 piece	16 piece	
9	EXTENSION WIRE, heavy duty 10m, 4 gangs	2 piece	2 piece	
10	FABRIC CONDITIONER, antibac, 25ml sachet	6 dozen	6 dozen	
11	FACEMASK, disposable 3 ply with earloop 50s, black	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
12	GLUE, all purpose, 240g	6 piece	6 piece	
13	INK REFILL permanent marker, black	1 bottle	1 bottle	
14	MULTI GLASS CLEANER SPRAY, 500ml	4 bottle	4 bottle	
15	PAPER, MULTICOPY, 80gsm (-3%, A4, 210mmx297mm)	50 ream	50 ream	
16	PAPER, MULTICOPY, 80gsm (-3%, legal, 216mmx330mm)	55 ream	55 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
17	PENCIL, lead with eraser No.2	10 box	10 box	
18	PHOTO PAPER, glossy A4, 20 sheets/pack, 135 gsm	2 pack	2 pack	
19	PLASTIC ENVELOPE, expanding with handle	12 piece	12 piece	
20	SIGN PEN, black	94 piece	94 piece	
21	TOILET BOWL CLEANER	6 bottle	6 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
22	UNIVERSAL INK, for printer, black	20 bottle	20 bottle	
23	UNIVERSAL INK, for printer, cyan	20 bottle	20 bottle	
24	UNIVERSAL INK, for printer, magenta	20 bottle	20 bottle	
25	UNIVERSAL INK, for printer, yellow	20 bottle	20 bottle	
26	VELLUM BOARD, long, white	6 pack	6 pack	
27	VELLUM BOARD, A4, white	6 pack	6 pack	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
28	YELLOW PAD PAPER	20 pad	20 pad	Within 30 working days upon supplier's receipt of Notice to Proceed
29	AIR FRESHENER, spray, 320ml lavender & lemon scent	2 can	2 can	
30	ALCOHOL, ethyl, 500ml	2 bottle	2 bottle	
31	ALCOHOL, ethyl, 68%-72%	1 gallon	1 gallon	
32	BATTERY, dry cell, size AAA	4 pack	4 pack	
33	BATTERY, dry cell, size AA	4 pack	4 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
34	BROOM, soft thick, good quality	2 piece	2 piece	
35	CALCULATOR, compact	2 unit	2 unit	
36	CORRECTION TAPE	10 piece	10 piece	
37	DETERGENT BAR	5 piece	5 piece	
38	DETERGENT POWDER, all-purpose, 1kg	1 pouch	1 pouch	Within 30 working days upon supplier's receipt of Notice to Proceed
39	DISINFECTANT SPRAY, aerosol, 400g (min)	2 can	2 can	
40	INSECTICIDE, aerosol type	2 can	2 can	
41	LIQUID HAND SANITIZER, 500ml	2 bottle	2 bottle	
42	LIQUID HAND SOAP, 500ml	2 bottle	2 bottle	
43	MARKER, permanent, felt tip, bullet type, black	2 piece	2 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
44	PENCIL SHARPENER, manual	1 piece	1 piece	
45	RECORD BOOK, 500pages	1 piece	1 piece	
46	RULER, plastic	2 piece	2 piece	
47	SCISSORS, symmetrical/asymmetrical	2 piece	2 piece	
48	STAPLER WIRE No.35	4 box	4 box	Within 30 working days upon supplier's receipt of Notice to Proceed
49	STAPLER, standard type	2 piece	2 piece	
50	TAPE, transparent, 24mm	2 roll	2 roll	
51	TAPE, transparent, 48mm	2 roll	2 roll	
52	TOILET TISSUE PAPER, 2 ply, 100% recycled	8 pack	8 pack	
53	TRASH BAG, medium	2 pack	2 pack	
54	WASTE BASKET, non-rigid plastic	1 piece	1 piece	

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

\_\_\_\_\_  
Name of Company/Bidder

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Signature over printed name

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Date



## 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.

### Lot 10 – Office Supplies (Accounting)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, substance 20/70gsm, ultra white, A4	5 reams	5 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BOND PAPER, substance 20/70gsm, ultra white, long (8.5"x13")	5 reams	5 reams	
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")	5 reams	5 reams	
4	PERMANENT MARKER, black	1 box	1 box	
5	EXPANDABLE ENVELOPE with garter, legal	2 dozens	2 dozens	
6	TOILET TISSUE PAPER, 2 ply, 12 roll/pack	10 packs	10 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
7	TRASH BIN with cover	2 piece	2 piece	
8	INK CART, EPSON (T6644) black	4 cart	4 cart	
9	INK CART, EPSON (T6644) blue	1 cart	1 cart	
10	INK CART, EPSON (T6644) yellow	1 cart	1 cart	
11	INK CART, EPSON (T6644) cyan	1 cart	1 cart	Within 30 working days upon supplier's receipt of Notice to Proceed
12	CORRECTION TAPE, 5mmx8m	25 pieces	25 pieces	
13	TONER CART, HP CE285A (HP85A), black	5 cart	5 cart	
14	ALCOHOL, Isopropyl, 70% solution, 500ml	10 bottles	10 bottles	
15	DETERGENT POWDER, 1kg	5 packs	5 packs	
16	MURIATIC ACID, 500ml	5 bottles	5 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
17	LIQUID HAND SANITIZER with moisturizer and Vit. E, 500ml	5 bottles	5 bottles	
18	FABRIC CONDITIONER, 1000ml (eternity concentrated)	5 bottles	5 bottles	
19	FASTENER plastic coated 50pcs per box	5 box	5 box	
20	CLACULATOR, MS-12 standard, heavy duty, solar cell battery DC 1.5V	3 unit	3 unit	
21	STICKY NOTE set, comes with 5 index label & 1 pad 3x3m, 70sheets	5 set	5 set	Within 30 working days upon supplier's receipt of Notice to Proceed
22	BROWN ENVELOPE, long	100 pieces	100 pieces	
23	BALLPOINT PEN, pastel barrel 0.5mm, black ink, 50pcs per box	2 box	2 box	
24	TAPE TRANSPARENT, 24mm, 120pcs per roll	1 roll	1 roll	
25	FOLDER, long/white	100 pieces	100 pieces	
26	NEON PAPER, assorted paper	1 ream	1 ream	



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

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Name of Company/Bidder

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Signature over printed name

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Date

## 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.

### Lot 11 – Office Supplies (MENRO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, ethyl, 70%, 500ml	8 bottle	8 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BLEACH, color safe, 900ml	10 bottle	10 bottle	
3	BOND PAPER, Multi-Purpose, A4 subs.20/70gsm	20 ream	20 ream	
4	BOND PAPER, Multi-Purpose, legal subs.20/70gsm	10 ream	10 ream	
5	BROOM STICK, (walis ting-ting)	2 pieces	2 pieces	
6	CLIP, backfold, 50mm	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CLIP, backfold, 32mm	5 box	5 box	
8	CORRECTION TAPE, 5mmx10m	3 pieces	3 pieces	
9	DATE STAMP WITH STAMP PAD, blue ink	1 piece	1 piece	
10	DETERGENT POWDER, 65g per sachet, sun fresh	5 dozen	5 dozen	
11	DISHWASHING PASTE with sponge, 200g, lemon scent	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
12	DTR, prescribed CSC form No.48, 5 pads per booklet	4 booklet	4 booklet	
13	DOORMAT, rugs, good quality	10 pieces	10 pieces	
14	FABRIC CONDITIONER, antibac with safeguard, 24ml	2 dozen	2 dozen	
15	GLOVES, ordinary, cotton	200 pairs	200 pairs	
16	HIGHLIGHTER, neon green	6 pieces	6 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
17	MARKER, permanent, broad point, black	12 pieces	12 pieces	
18	PAPER CLIP, 50mm	4 box	4 box	
19	PAPER CLIP, 32mm	4 box	4 box	
20	PENCIL, lead with eraser, No.2	2 box	2 box	
21	PENCIL SHARPENER machine with waste box, manual	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
22	POT HOLDER, thick, soft, round	10 pieces	10 pieces	
23	RAINCOAT, PVC material poncho type, heavy duty	10 pieces	10 pieces	
24	SACKS, large, 50kg size	200 pieces	200 pieces	
25	SIGN PEN, good kind, black	24 pieces	24 pieces	

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
26	STAPLE WIRE, No.35, standard	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
27	SWEATER, plain, cotton, good quality	12 pieces	12 pieces	
28	TISSUE 3 ply, 150 pulls, 12 rolls/pack	4 packs	4 packs	
29	WELDING GLOVES, cow split leather	4 pairs	4 pairs	

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

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Name of Company/Bidder

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Signature over printed name

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Date



# **Section VII. Technical Specifications**

## Technical Specifications

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 1 – Office Supplies (Mayor's Office)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, aerosol type, spray, 320ml	
2	AIR FRESHENER, scented gel, 320ml lavender	
3	ADHESIVE TAPE, 12mmx10m	
4	BALLPEN, ordinary, black, 25/s	
5	BATTERY AAA, 2 pieces per pack	
6	BATTERY AA, 2 pieces per pack	
7	BROOM, soft, tambo	
8	BROOM, stick, ting-ting	
9	CLEANER, toilet and urinal, 1000ml	
10	CLEARBOOK, legal	
11	CLIP, BACKFOLD, 25mm	
12	CLIP BACKFOLD, 32mm	
13	CLIP BACKFOLD, 50mm	
14	CORRECTION TAPE, good quality, 5mmx8m	
15	DATA FILE BOX, legal (Magazine File Box)	
16	DETERGENT POWDER, 47-60 grams/sachet	
17	DISHWASHING LIQUID, 1 liter	
18	DISH DRAINEER (two layered)	
19	DOORMAT, cloth	
20	DTR CSC Form No. 48	
21	DUST PAN, non-rigid plastic	
22	FABCON antibac, 33ml	
23	FOLDER with tab, legal	
24	FOLDER with tab, A4	
25	FLASH DRIVE, 32GB	
26	MULTIPURPOSE GLASS CLEANER, 500ml	
27	GLUE, all purpose, 130 grams	
28	INK CART, CANON CL-811, colored	
29	INK CART, CANON PG-810, black	
30	CANON INK, yellow, 100ml	
31	CANON INK, black, 100ml	
32	CANON INK, magenta, 100ml	
33	CANON INK, cyan, 100ml	
34	EPSON INK, 003 yellow, 100ml	
35	EPSON INK, 003 black, 100ml	
36	EPSON INK, 003 magenta, 100ml	
37	EPSON INK, 003 cyan, 100ml	
38	EPSON INK, 664 yellow, 100ml	
39	EPSON INK, 664 black, 100ml	

Item	Specification	Statement of Compliance
40	EPSON INK, 664 magenta, 100ml	
41	EPSON INK, 664 cyan, 100ml	
42	EXPANDED ENVELOPE	
43	EXPANDED FOLDER, legal	
44	EXTENSION WIRE, heavy duty, 10 meters, 4 gangs	
45	INSECTICIDE, aerosol type, 500ml	
46	COMPUTER KEYBOARD	
47	Liquid hand sanitizer, 500ML	
48	MARKER, permanent, black, bullet type, refillable	
49	MOUSE, optical USB connection type	
50	MOP with steel handle	
51	MULTI INSECT SPRAY odorless, 500ml	
52	MURIATIC ACID, 1000ml	
53	NEON PAPER, assorted color	
54	NOTE PAD, stick on, 76mmx100mm (3"x4")	
55	PAPER CLIP, vinyl/plastic coated, 50mm	
56	PAPER, MULTI-PURPOSE, A4, 70gsm	
57	PAPER, MULTI-PURPOSE, legal, 70gsm	
58	PAPER FASTENER, plastic coated	
59	PENTELPEN, ink refill	
60	PENCIL, lead, with eraser	
61	PHILIPPINE NATIONAL FLAG	
62	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	
63	SIGN PEN 0.5mm needle tip, black	
64	STICKER PAPER, matte, A4	
65	PUNCHER 2holes, big	
66	RECORD BOOK, 300 pages, sizes: 214mmx278mm min	
67	RULER, plastic 450mm	
68	SCISSORS, symmetrical medium size	
69	STAMP PAD, felt	
70	STAPLER, standard	
71	STAPLE WIRE, standard	
72	TAPE DISPENSER	
73	TAPE, transparent, 24mm	
74	TIERMISH DOCUMENT TRAY filling data rock three layers	
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9roll/pack	
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml	
77	TRASH BIN, big	
78	5 GALLON, round water container with refilled water	
79	WATER TUB, container (big)	
80	WiFi	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

## Technical Specifications

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### Lot 2 – Office Supplies (BAC)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, aerosol spray, 300ml	
2	ETHYL ALCOHOL, with moisturizers, 70% solution, gallon	
3	BALLPEN, black, ordinary, 25pcs/box	
4	BOND PAPER, A4, subs.20, 70gsm	
5	BOND PAPER, legal, subs.20, 70gsm	
6	CANON MC-G02, maintenance cartridge for printer – CANON PIXMA G2020	
7	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, BH 70B (genuine cartridge)	
8	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, CH 70C (genuine cartridge)	
9	CANON INK CARTRIDGE 57 (color) and 47 (black)	
10	CANON INK CARTRIDGE, CL-98 (color)	
11	CANON INK CARTRIDGE, CL-811 (color)	
12	CLIP, backfold, 32mm	
13	CLIP, backfold, 50mm	
14	CORRECTION TAPE	
15	FLASH DRIVE, 32GB capacity	
16	FOLDER PRESSBOARD, green	
17	INK FOR CANON PRINTER, No.71 (black)	
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 3 bottles/set	
19	INK FOR EPSON PRINTER, No.003 (black)	
20	INK FOR EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set	
21	INTERNET SECURITY, for 5PC	
22	MAGNETIC WHITE BOARD with aluminum frame, wall mount, size: 4x6 ft	
23	NOTE PAD, self-stick on, 50x10mm, 50sheetsx5colors, 250 sheets/pad, 2 pad/set	
24	PENCIL, lead, with eraser, 12 pcs/box	
25	PENCIL SHARPENER, desktop sharpener, manual	
26	PLASTIC COMBI BINDING RING, 1" (25mm)	
27	PLASTIC COMBI BINDING RING, 1 1/4" (32mm)	
28	PLASTIC COMBI BINDING RING, 2" (51mm)	
29	SACKS, clean, 50kgs	
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream	
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream	
32	STAPLER, standard, with built-in wire remover	
33	TAPE TRANSPARENT, 24mm, big	
34	TOILET TISSUE PAPER, 2ply, 100% recycled, 12 rolls/pack	



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Name of Company/Bidder

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Signature over printed name

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Date

## Technical Specifications

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### Lot 3 – Office Supplies (MCR)

Item	Specification	Statement of Compliance
1	ALCOHOL, isopropyl, 500ml, flip cap bottle	
2	CORRECTION TAPE, size: 5mmx10mm, 10 meters long	
3	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm	
4	BROWN ENVELOPE, A4	
5	BROWN ENVELOPE, long	
6	FOLDER, A4, good kind	
7	FOLDER, long, good kind	
8	PAPER CLIP, vinyl/plastic coated, 33mm	
9	PAPER CLIP, vinyl/plastic coated, 50mm	
10	BOND PAPER, substance 20, A4	
11	BOND PAPER, substance 20, long	
12	RIBBON CART, Epson (#8750) black	
13	TOILET TISSUE PAPER, 2-ply, ultra soft	
14	RECORD BOOK, 300 pages	
15	BALLPEN, black, retractable oil base gel pen .7mm, 25s	
16	EPSON INK #003, black	
17	EPSON INK #003, magenta	
18	EPSON INK #003, cyan	
19	EPSON INK #003, yellow	
20	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	
21	TONER CARTRIDGE INEO 64	

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

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Name of Company/Bidder

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Date

## Technical Specifications

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### Lot 4 – Office Supplies (MHO)

Item	Specification	Statement of Compliance
1	ALL PURPOSE BOND PAPER, 80gsm (5ream/box) A4	
2	ARCHFILE FOLDER long slide clip 2Inch lever - blue	
3	BROTHER GENUINE INK BTD60 BK 108ml	
4	COPIER BOND PAPER 70gsm (5ream/box) F4 (long)	
5	CORK BOARD with frame, 24inx36in	
6	DOUBLE SIDED TAPE, (12mmx10y)	
7	ALL PURPOSE GLUE stick 15g (2stick/pck)	
8	EPSON INK, 664 BK	
9	FILE MAGAZINE RACK single arlin - gray	
10	KRAFT FOLDER long (10pcs/pck)	
11	BROWN ENVELOPE, long, (50pcs/pack)	
12	EXPANDING FOLDER, long	
13	CLEAR SHEET PROTECTOR for ring binders, long (100sheets/pack)	
14	PAPER FASTENER (50pcs/box)	
15	PENCIL No.2 (12pcs/box)	
16	PERMANENT TWIN MARKER black (12pcs/box)	
17	PUSH PIN (100pcs/box)	
18	RECORD BOOK JUNIOR, 150pages, 215mmx139mm	
19	REFILLABLE CORRECTION TAPE retractable with refill	
20	ROUND STIC EZ SMOOTH NEEDLE BALLPEN 0.7mm (12pcs/pack)	
21	RUBBER STAMP (Certified True Copy)	
22	RUBBER STAMP (received)	
23	SCOTCH TAPE (3/4inx5m)	
24	SINGLE HOLE PUNCHER, 3mm	
25	STAMP PAD	
26	STAPLE WIRE No.35	
27	STURDY BINDER CLIPS, black, 25mm (24pcs/box)	
28	STURDY BINDER CLIPS, black, 51mm (12pcs/box)	

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Date

## Technical Specifications

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### Lot 5 – Office Supplies (MPDC)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, aerosol type	
2	BALLPEN, black, 0.5mm	
3	BATTERY dry cell, AA, heavy duty	
4	BATTERY dry cell, AAA, heavy duty	
5	CLIP, backfold, 25mm	
6	CLIP, backfold, 32mm	
7	CORRECTION TAPE, 5m	
8	DATA FOLDER, with tagila lock, horizontal, legal	
9	DATING AND STAMPING MACHINE, with self inking stamp and reliable and removable ink pad	
10	DISINFECTANT SPRAY	
11	DTR, 100pcs/pad	
12	EXTENSION CORD, 6 gang (6x international outlet with USB), 5 meters cord length, 2500W 10A 250V	
13	FOLDER, with tab, legal	
14	FURNITURE CLEANER, aerosol type	
15	GLUE, 240ml, safe, non-toxic, quick dry	
16	INK GT 53 HP (black)	
17	INK GT 52 HP (magenta)	
18	INK GT 52 HP (cyan)	
19	INK EPSON 003 (black)	
20	INK EPSON 003 (magenta)	
21	INK EPSON 003 (cyan)	
22	INK EPSON 003 (yellow)	
23	LIQUID HAND SANITIZER, 500ml	
24	MARKER, permanent, black, bullet type	
25	MOUSE, universal compatibility, 2.4GHz wireless, size: 11*6.8*3.6cm, adjustable DPI switch: 800-1200-1600DPI	
26	NOTE PAD, stick on, 50mmx76mm (2"x3")min	
27	PAPER CLIP, 28mm, 100pcs, PVC wrapping, wire iron material	
28	PAPER CLIP, 50mm, 100pcs, PVC wrapping, wire iron material	
29	PAPER, MULTICOPY, A4, 80gsm	
30	PAPER, MULTICOPY, legal, 80gsm	
31	SCISSOR, multi purpose stainless steel, heavy duty, 200mm*90mm	



Item	Specification	Statement of Compliance
32	SD CARD, 128gb	
33	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	
34	STAMP PAD, felt	
35	STAPLE WIRE, No.35	
36	TAPE, transparent, 24mm	
37	TAPE, transparent, 48mm	
38	TISSUE, interfolded paper tower	
39	TOILET TISSUE PAPER, 2-ply, 100% recycled	
40	USB, 64gb	
41	VELLUM PAPER, 200gsm, 10sheets, A4, pale cream	
42	VELLUM PAPER, 200gsm, 10sheets, legal, pale cream	
43	WHITE BOARD MARKER, easy to erase, smooth writing, felt tip, bullet nib, 2.0mm, 6pcs/box	

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## Technical Specifications

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### Lot 6 – Office Supplies (MTO)

Item	Specification	Statement of Compliance
1	ALCOHOL, ethyl, 70% solution, 500ml	
2	BALLPEN, black, 25's	
3	BATTERY, heavy duty, AA, 2pcs per blister	
4	BOND PAPER, hard copy, subs.20, legal	
5	BOND PAPER, hard copy, subs.20, A4	
6	BROTHER INK, BT60BK, genuine	
7	CLEANER, toilet bowl & urinal, 100ml	
8	CORRECTION TAPE, good quality, 5mmx8mm	
9	DETERGENT POWDER, all purpose, 1kg per plastic pouch	
10	DTR, Civil Service Form No.48	
11	FASTENER, plastic, 7cm, 50/box	
12	HP ORIGINAL LAZER JET TONER CARTRIDGE, CE285AC, genuine	
13	MAILING ENVELOPE, white long	
14	GEL PEN, 0.5mm, black	
15	MULTI-INSECT KILLER SPRAY, 500ml	
16	SCOTCH TAPE, 1", big	
17	STAPLER, standard with remover, heavy duty #35	
18	SURGICAL FACE MASK, disposable, FDA approved, 3 ply, 50	
19	TRASH BAG, small, 15pcs	
20	TRASH BAG, XL, 10 pcs	
21	TOILET TISSUE PAPER, 2 ply sheet, 150 pulls, 12 rolls in a pack	
22	TONER, INEO 165, genuine	
23	WINDOW GLASS CLEANER, 1000ml	

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## Technical Specifications

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### Lot 7 – Office Supplies (Engineering)

Item	Specification	Statement of Compliance
1	PAPER MULTICOPY, 80gsm, legal	
2	PAPER MULTICOPY, 80gsm, A4	
3	AIR FRESHENER, spray, 320ml, lemon scent	
4	TAPE TRANSPARENT, 24mm, big	
5	TONER HP LASER JET P1102	
6	ALCOHOL, ethyl, 70% solution, 500ml	
7	CORRECTION TAPE, 5mmx8mm	
8	SIGN PEN, black liquid/gel ink, 0.5mm needle tip	
9	TONER MP2014H	
10	EPSON L120 INK, yellow, 100ml	
11	EPSON L120 INK, cyan, 100ml	
12	EPSON L120 INK, magenta, 100ml	
13	EPSON L120 INK, black, 100ml	
14	BROTHER INK, BT5000Y yellow, 100ml	
15	BROTHER INK, BT5000Y cyan, 100ml	
16	BROTHER INK, BT5000Y magenta, 100ml	
17	BROTHER INK, BT D60 BK black, 100ml	
18	10 pcs. BALLPEN 1423, .5, black	
19	25pcs. BLACK TECH PEN WATER GEL (0.7mm)	
20	BINDER CLIP 2"	
21	BINDER CLIP 1"	
22	BINDER CLIP 1/2"	
23	128GB FLASH DRIVE	
24	DUAL DRIVE ROTARY MOP AND BUCKET SET or Floor Cleaning Mop with Spinner	
25	WALIS TAMBO	
26	SUPER ABSORBENT MICROFIBER TOWEL DRYING CARE CLOTH	
27	DESK FILE ORGANIZER, sturdy magazine file holder 4 sections book desktop organizer plastic vertical	
28	HEAVY DUTY 2 tier Desktop Document Tray Organizer Metal File Holder Desk	
29	12-digit twin power CALCULATOR, (semi desktop)	
30	FILM CARBON PAPER for invoices, black	
31	STAPLER No.35, capacity 25 pages	

Item	Specification	Statement of Compliance
32	RECORD BOOK, 300pages	
33	FACIAL TISSUE PAPER table napkins, 500 sheets	
34	DAILY TIME RECORD, prescribed CSC Form No.48	

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

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Name of Company/Bidder                      Signature over printed name                      Date



## Technical Specifications

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### Lot 8 – Office Supplies (OP)

Item	Specification	Statement of Compliance
1	ALCOHOL, ethyl, scented, 500ml	
2	SUPER FINE BALLPEN #1423, 0.5black, 12 per box	
3	BROOM, soft	
4	CALCULATOR, standard, 12 digits, heavy duty	
5	CLIP, backfold, 19mm	
6	CORRECTION TAPE, good quality	
7	DETERGENT POWDER	
8	FLASH DRIVE, 32GB, capacity	
9	INK REFILL EPSON printer, black #664	
10	INK REFILL EPSON printer, cyan #664	
11	INK REFILL EPSON printer, yellow #664	
12	INK REFILL EPSON printer, magenta #664	
13	PAD PAPER, ruled	
14	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)	
15	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)	
16	PLASTIC ENVELOPE, with handle, long	
17	PHOTO PAPER, A4, 230gsm, high glossy	
18	PUSH PIN	
19	RECORD BOOK, 500pages	
20	SCISSORS, symmetrical/asymmetrical, medium size	
21	STAMP PAD, felt	
22	STAPLER, big, standard type	
23	SIGN PEN GEL, black, 0.5mm	
24	SPECIALTY BOARD PAPER, short	
25	TAPE, packaging, 48mm	
26	TISSUE PAPER, 2ply, (12 per pack)	
27	TOILET BOWL CLEANER, scented	

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## Technical Specifications

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### Lot 9 – Office Supplies (SB)

Item	Specification	Statement of Compliance
1	ADAPTOR	
2	ADHESIVE TAPE, big	
3	BATH SOAP, white antibacterial, 130g	
4	BALLPEN, 0.5 ballpoint, smooth, black, 12's	
5	BROWN ENVELOPE, ordinary, legal	
6	BROWN ENVELOPE, expanded with elastic strap, long	
7	DISHWASHING LIQUID, antibac, 1 liter	
8	ERASER, plastic/rubber	
9	EXTENSION WIRE, heavy duty 10m, 4 gangs	
10	FABRIC CONDITIONER, antibac, 25ml sachet	
11	FACE MASK, disposable 3 ply with earloop 50s, black	
12	GLUE, all purpose, 240g	
13	INK REFILL permanent marker, black	
14	MULTI GLASS CLEANER SPRAY, 500ml	
15	PAPER, MULTICOPY, 80gsm (-3%, A4, 210mmx297mm)	
16	PAPER, MULTICOPY, 80gsm (-3%, legal, 216mmx330mm)	
17	PENCIL, lead with eraser No.2	
18	PHOTO PAPER, glossy A4, 20 sheets/pack, 135 gsm	
19	PLASTIC ENVELOPE, expanding with handle	
20	SIGN PEN, black	
21	TOILET BOWL CLEANER	
22	UNIVERSAL INK, for printer, black	
23	UNIVERSAL INK, for printer, cyan	
24	UNIVERSAL INK, for printer, magenta	
25	UNIVERSAL INK, for printer, yellow	
26	VELLUM BOARD, long, white	
27	VELLUM BOARD, A4, white	
28	YELLOW PAD PAPER	
29	AIR FRESHENER, spray, 320ml lavender & lemon scent	
30	ALCOHOL, ethyl, 500ml	
31	ALCOHOL, ethyl, 68%-72%	
32	BATTERY, dry cell, size AAA	
33	BATTERY, dry cell, size AA	

Item	Specification	Statement of Compliance
34	BROOM, soft thick, good quality	
35	CALCULATOR, compact	
36	CORRECTION TAPE	
37	DETERGENT BAR	
38	DETERGENT POWDER, all-purpose, 1kg	
39	DISINFECTANT SPRAY, aerosol, 400g (min)	
40	INSECTICIDE, aerosol type	
41	LIQUID HAND SANITIZER, 500ml	
42	LIQUID HAND SOAP, 500ml	
43	MARKER, permanent, felt tip, bullet type, black	
44	PENCIL SHARPENER, manual	
45	RECORD BOOK, 500pages	
46	RULER, plastic	
47	SCISSORS, symmetrical/asymmetrical	
48	STAPLER WIRE No.35	
49	STAPLER, standard type	
50	TAPE, transparent, 24mm	
51	TAPE, transparent, 48mm	
52	TOILET TISSUE PAPER, 2 ply, 100% recycled	
53	TRASH BAG, medium	
54	WASTE BASKET, non-rigid plastic	

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

\_\_\_\_\_  
Name of Company/Bidder

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Signature over printed name

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Date



## Technical Specifications

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### Lot 10 – Office Supplies (Accounting)

Item	Specification	Statement of Compliance
1	BOND PAPER, substance 20/70gsm, ultra white, A4	
2	BOND PAPER, substance 20/70gsm, ultra white, long (8.5"x13")	
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")	
4	PERMANENT MARKER, black	
5	EXPANDABLE ENVELOPE with garter, legal	
6	TOILET TISSUE PAPER, 2 ply, 12 roll/pack	
7	TRASH BIN with cover	
8	INK CART, EPSON (T6644) black	
9	INK CART, EPSON (T6644) blue	
10	INK CART, EPSON (T6644) yellow	
11	INK CART, EPSON (T6644) cyan	
12	CORRECTION TAPE, 5mmx8m	
13	TONER CART, HP CE285A (HP85A), black	
14	ALCOHOL, Isopropyl, 70% solution, 500ml	
15	DETERGENT POWDER, 1kg	
16	MURIATIC ACID, 500ml	
17	LIQUID HAND SANITIZER with moisturizer and Vit. E, 500ml	
18	FABRIC CONDITIONER, 1000ml (eternity concentrated)	
19	FASTENER plastic coated 50pcs per box	
20	CLACULATOR, MS-12 standard, heavy duty, solar cell battery DC 1.5V	
21	STICKY NOTE set, comes with 5 index label & 1 pad 3x3m, 70sheets	
22	BROWN ENVELOPE, long	
23	BALLPOINT PEN, pastel barrel 0.5mm, black ink, 50pcs per box	
24	TAPE TRANSPARENT, 24mm, 120pcs per roll	
25	FOLDER, long/white	
26	NEON PAPER, assorted paper	

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

Name of Company/Bidder	Signature over printed name	Date
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## Technical Specifications

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 11 – Office Supplies (MENRO)

Item	Specification	Statement of Compliance
1	ALCOHOL, ethyl, 70%, 500ml	
2	BLEACH, color safe, 900ml	
3	BOND PAPER, Multi-Purpose, A4 subs.20/70gsm	
4	BOND PAPER, Multi-Purpose, legal subs.20/70gsm	
5	BROOM STICK, (walis ting-ting)	
6	CLIP, backfold, 50mm	
7	CLIP, backfold, 32mm	
8	CORRECTION TAPE, 5mmx10m	
9	DATE STAMP WITH STAMP PAD, blue ink	
10	DETERGENT POWDER, 65g per sachet, sun fresh	
11	DISHWASHING PASTE with sponge, 200g, lemon scent	
12	DTR, prescribed CSC form No.48, 5 pads per booklet	
13	DOORMAT, rugs, good quality	
14	FABRIC CONDITIONER, antibac with safeguard, 24ml	
15	GLOVES, ordinary, cotton	
16	HIGHLIGHTER, neon green	
17	MARKER, permanent, broad point, black	
18	PAPER CLIP, 50mm	
19	PAPER CLIP, 32mm	
20	PENCIL, lead with eraser, No.2	
21	PENCIL SHARPENER machine with waste box, manual	
22	POT HOLDER, thick, soft, round	
23	RAINCOAT, PVC material poncho type, heavy duty	
24	SACKS, large, 50kg size	
25	SIGN PEN, good kind, black	
26	STAPLE WIRE, No.35, standard	
27	SWEATER, plain, cotton, good quality	
28	TISSUE 3 ply, 150 pulls, 12 rolls/pack	
29	WELDING GLOVES, cow split leather	

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\_\_\_\_\_  
Name of Company/Bidder

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Signature over printed name

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Date

# **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 the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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**

- (l) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



**Bid Form for the Procurement of Goods***(shall be submitted with the Bid)***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 1 – Office Supplies (Mayor's Office)**

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, aerosol type, spray, 320ml		
2	AIR FRESHENER, scented gel, 320ml lavender		
3	ADHESIVE TAPE, 12mmx10m		
4	BALLPEN, ordinary, black, 25/s		
5	BATTERY AAA, 2 pieces per pack		
6	BATTERY AA, 2 pieces per pack		
7	BRDOM, soft, tambo		
8	BRDOM, stick, ting-ting		
9	CLEANER, toilet and urinal, 1000ml		
10	CLEARBOOK, legal		
11	CLIP, BACKFOLD, 25mm		
12	CLIP BACKFOLD, 32mm		
13	CLIP BACKFOLD, 50mm		
14	CORRECTION TAPE, good quality, 5mmx8m		
15	DATA FILE BOX, legal (Magazine File Box)		
16	DETERGENT POWDER, 47-60 grams/sachet		
17	DISHWASHING LIQUID, 1 liter		
18	DISH DRAINEER (two layered)		
19	DOORMAT, cloth		
20	DTR CSC Form No. 48		
21	DUST PAN, non-rigid plastic		
22	FABCON antibac, 33ml		
23	FOLDER with tab, legal		
24	FOLDER with tab, A4		
25	FLASH DRIVE, 32GB		

Item	Item/Description	Unit Price	Total Amount
26	MULTIPURPOSE GLASS CLEANER, 500ml		
27	GLUE, all purpose, 130 grams		
28	INK CART, CANON CL-811, colored		
29	INK CART, CANON PG-810, black		
30	CANON INK, yellow, 100ml		
31	CANON INK, black, 100ml		
32	CANON INK, magenta, 100ml		
33	CANON INK, cyan, 100ml		
34	EPSON INK, 003 yellow, 100ml		
35	EPSON INK, 003 black, 100ml		
36	EPSON INK, 003 magenta, 100ml		
37	EPSON INK, 003 cyan, 100ml		
38	EPSON INK, 664 yellow, 100ml		
39	EPSON INK, 664 black, 100ml		
40	EPSON INK, 664 magenta, 100ml		
41	EPSON INK, 664 cyan, 100ml		
42	EXPANDED ENVELOPE		
43	EXPANDED FOLDER, legal		
44	EXTENSION WIRE, heavy duty, 10 meters, 4 gangs		
45	INSECTICIDE, aerosol type, 500ml		
46	COMPUTER KEYBOARD		
47	Liquid hand sanitizer, 500ML		
48	MARKER, permanent, black, bullet type, refillable		
49	MOUSE, optical USB connection type		
50	MOP with steel handle		
51	MULTI INSECT SPRAY odorless, 500ml		
52	MURIATIC ACID, 1000ml		
53	NEON PAPER, assorted color		
54	NOTE PAD, stick on, 76mmx100mm (3"x4")		
55	PAPER CLIP, vinyl/plastic coated, 50mm		
56	PAPER, MULTI-PURPOSE, A4, 70gsm		
57	PAPER, MULTI-PURPOSE, legal, 70gsm		
58	PAPER FASTENER, plastic coated		
59	PENTELPEN, ink refill		
60	PENCIL, lead, with eraser		
61	PHILIPPINE NATIONAL FLAG		
62	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		
63	SIGN PEN 0.5mm needle tip, black		
64	STICKER PAPER, matte, A4		
65	PUNCHER 2holes, big		
66	RECORD BOOK, 300 pages, sizes: 214mmx278mm min		
67	RULER, plastic 450mm		
68	SCISSORS, symmetrical medium size		
69	STAMP PAD, felt		
70	STAPLER, standard		
71	STAPLE WIRE, standard		

Item	Item/Description	Unit Price	Total Amount
72	TAPE DISPENSER		
73	TAPE, transparent, 24mm		
74	TIERMISH DOCUMENT TRAY filing data rock three layers		
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9roll/pack		
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml		
77	TRASH BIN, big		
78	5 GALLON, round water container with refilled water		
79	WATER TUB, container (big)		
80	WiFi		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_



**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
 ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 2 – Office Supplies (BAC)**

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, aerosol spray, 300ml		
2	ETHYL ALCOHOL, with moisturizers, 70% solution, gallon		
3	BALLPEN, black, ordinary, 25pcs/box		
4	BOND PAPER, A4, subs.20, 70gsm		
5	BOND PAPER, legal, subs.20, 70gsm		
6	CANON MC-G02, maintenance cartridge for printer – CANON PIXMA G2020		
7	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, BH 70B (genuine cartridge)		
8	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, CH 70C (genuine cartridge)		
9	CANON INK CARTRIDGE 57 (color) and 47 (black)		
10	CANON INK CARTRIDGE, CL-98 (color)		
11	CANON INK CARTRIDGE, CL-811 (color)		
12	CLIP, backfold, 32mm		
13	CLIP, backfold, 50mm		
14	CORRECTION TAPE		
15	FLASH DRIVE, 32GB capacity		
16	FOLDER PRESSBOARD, green		
17	INK FOR CANON PRINTER, No.71 (black)		
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 3 bottles/set		
19	INK FOR EPSON PRINTER, No.003 (black)		
20	INK FOR EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set		

Item	Item/Description	Unit Price	Total Amount
21	INTERNET SECURITY, for 5PC		
22	MAGNETIC WHITE BOARD with aluminum frame, wall mount, size: 4x6 ft		
23	NOTE PAD, self-stick on, 50x10mm, 50sheetsx5colors, 250 sheets/pad, 2 pad/set		
24	PENCIL, lead, with eraser, 12 pcs/box		
25	PENCIL SHARPENER, desktop sharpener, manual		
26	PLASTIC COMBI BINDING RING, 1" (25mm)		
27	PLASTIC COMBI BINDING RING, 1 1/4" (32mm)		
28	PLASTIC COMBI BINDING RING, 2" (51mm)		
29	SACKS, clean, 50kgs		
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream		
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream		
32	STAPLER, standard, with built-in wire remover		
33	TAPE TRANSPARENT, 24mm, big		
34	TOILET TISSUE PAPER, 2ply, 100% recycled, 12 rolls/pack		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 3 – Office Supplies (MCR)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, isopropyl, 500ml, flip cap bottle		
2	CORRECTION TAPE, size: 5mmx10mm, 10 meters long		
3	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm		
4	BROWN ENVELOPE, A4		
5	BROWN ENVELOPE, long		
6	FOLDER, A4, good kind		
7	FOLDER, long, good kind		
8	PAPER CLIP, vinyl/plastic coated, 33mm		
9	PAPER CLIP, vinyl/plastic coated, 50mm		
10	BOND PAPER, substance 20, A4		
11	BOND PAPER, substance 20, long		
12	RIBBON CART, Epson (#8750) black		
13	TOILET TISSUE PAPER, 2-ply, ultra soft		
14	RECORD BOOK, 300 pages		
15	BALLPEN, black, retractable oil base gel pen .7mm, 25s		



Item	Item/Description	Unit Price	Total Amount
16	EPSON INK #003, black		
17	EPSON INK #003, magenta		
18	EPSON INK #003, cyan		
19	EPSON INK #003, yellow		
20	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"		
21	TONER CARTRIDGE INEO 64		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. :  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 4 – Office Supplies (MHO)**

Item	Item/Description	Unit Price	Total Amount
1	ALL PURPOSE BOND PAPER, 80gsm (5ream/box) A4		
2	ARCHFILE FOLDER long slide clip 2inch lever - blue		
3	BROTHER GENUINE INK BTD60 BK 108ml		
4	COPIER BOND PAPER 70gsm (5ream/box) F4 (long)		
5	CORK BOARD with frame, 24inx36in		
6	DOUBLE SIDED TAPE, (12mmx10y)		
7	ALL PURPOSE GLUE stick 15g (2stick/pck)		
8	EPSON INK, 864 BK		
9	FILE MAGAZINE RACK single arlin - gray		
10	KRAFT FOLDER long (10pcs/pck)		
11	BROWN ENVELOPE, long, (50pcs/pack)		
12	EXPANDING FOLDER, long		
13	CLEAR SHEET PROTECTOR for ring binders, long (100sheets/pack)		
14	PAPER FASTENER (50pcs/box)		
15	PENCIL No.2 (12pcs/box)		

Item	Item/Description	Unit Price	Total Amount
16	PERMANENT TWIN MARKER black (12pcs/box)		
17	PUSH PIN (100pcs/box)		
18	RECORD BOOK JUNIOR, 150pages, 215mmx139mm		
19	REFILLABLE CORRECTION TAPE retractable with refill		
20	ROUND STIC EZ SMOOTH NEEDLE BALLPEN 0.7mm (12pcs/pack)		
21	RUBBER STAMP (Certified True Copy)		
22	RUBBER STAMP (received)		
23	SCOTCH TAPE (3/4inx5m)		
24	SINGLE HOLE PUNCHER, 3mm		
25	STAMP PAD		
26	STAPLE WIRE No.35		
27	STURDY BINDER CLIPS, black, 25mm (24pcs/box)		
28	STURDY BINDER CLIPS, black, 51mm (12pcs/box)		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")



Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 5 – Office Supplies (MPDC)**

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, aerosol type		
2	BALLPEN, black, 0.5mm		
3	BATTERY dry cell, AA, heavy duty		
4	BATTERY dry cell, AAA, heavy duty		
5	CLIP, backfold, 25mm		
6	CLIP, backfold, 32mm		
7	CORRECTION TAPE, 5m		
8	DATA FOLDER, with tagila lock, horizontal, legal		
9	DATING AND STAMPING MACHINE, with self inking stamp and reliable and removable ink pad		
10	DISINFECTANT SPRAY		
11	DTR, 100pcs/pad		
12	EXTENSION CORD, 6 gang (6x international outlet with USB), 5 meters cord length, 2500W 10A 250V		
13	FOLDER, with tab, legal		
14	FURNITURE CLEANER, aerosol type		
15	GLUE, 240ml, safe, non-toxic, quick dry		
16	INK GT 53 HP (black)		

Item	Item/Description	Unit Price	Total Amount
17	INK GT 52 HP (magenta)		
18	INK GT 52 HP (cyan)		
19	INK EPSON 003 (black)		
20	INK EPSON 003 (magenta)		
21	INK EPSON 003 (cyan)		
22	INK EPSON 003 (yellow)		
23	LIQUID HAND SANITIZER, 500ml		
24	MARKER, permanent, black, bullet type		
25	MOUSE, universal compatibility, 2.4GHz wireless, size: 11*6.8*3.6cm, adjustable DPI switch: 800-1200-1600DPI		
26	NOTE PAD, stick on, 50mmx76mm (2"x3")min		
27	PAPER CLIP, 28mm, 100pcs, PVC wrapping, wire iron material		
28	PAPER CLIP, 50mm, 100pcs, PVC wrapping, wire iron material		
29	PAPER, MULTICOPY, A4, 80gsm		
30	PAPER, MULTICOPY, legal, 80gsm		
31	SCISSOR, multi purpose stainless steel, heavy duty, 200mm*90mm		
32	SD CARD, 128gb		
33	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip		
34	STAMP PAD, felt		
35	STAPLE WIRE, No.35		
36	TAPE, transparent, 24mm		
37	TAPE, transparent, 48mm		
38	TISSUE, interfolded paper tower		
39	TOILET TISSUE PAPER, 2-ply, 100% recycled		
40	USB, 64gb		
41	VELLUM PAPER, 200gsm, 10sheets, A4, pale cream		
42	VELLUM PAPER, 200gsm, 10sheets, legal, pale cream		
43	WHITE BOARD MARKER, easy to erase, smooth writing, felt tip, bullet nib, 2.0mm, 6pcs/box		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_



**Bid Form for the Procurement of Goods***(shall be submitted with the Bid)***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. :  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 6 – Office Supplies (MTO)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, ethyl, 70% solution, 500ml		
2	BALLPEN, black, 25's		
3	BATTERY, heavy duty, AA, 2pcs per blister		
4	BOND PAPER, hard copy, subs.20, legal		
5	BOND PAPER, hard copy, subs.20, A4		
6	BROTHER INK, BT60BK, genuine		
7	CLEANER, toilet bowl & urinal, 100ml		
8	CORRECTION TAPE, good quality, 5mmx8mm		
9	DETERGENT POWDER, all purpose, 1kg per plastic pouch		
10	DTR, Civil Service Form No.48		
11	FASTENER, plastic, 7cm, 50/box		
12	HP ORIGINAL LAZER JET TONER CARTRIDGE, CE285AC, genuine		
13	MAILING ENVELOPE, white long		
14	GEL PEN, 0.5mm, black		
15	MULTI-INSECT KILLER SPRAY, 500ml		
16	SCOTCH TAPE, 1", big		

Item	Item/Description	Unit Price	Total Amount
17	STAPLER, standard with remover, heavy duty #35		
18	SURGICAL FACE MASK, disposable, FDA approved, 3 ply, 50		
19	TRASH BAG, small, 15pcs		
20	TRASH BAG, XL, 10 pcs		
21	TOILET TISSUE PAPER, 2 ply sheet, 150 pulls, 12 rolls in a pack		
22	TONER, INEO 165, genuine		
23	WINDOW GLASS CLEANER, 1000ml		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 7 – Office Supplies (Engineering)**

Item	Item/Description	Unit Price	Total Amount
1	PAPER MULTICOPY, 80gsm, legal		
2	PAPER MULTICOPY, 80gsm, A4		
3	AIR FRESHENER, spray, 320ml, lemon scent		
4	TAPE TRANSPARENT, 24mm, big		
5	TONER HP LASER JET P1102		
6	ALCOHOL, ethyl, 70% solution, 500ml		
7	CORRECTION TAPE, 5mmx8mm		
8	SIGN PEN, black liquid/gel ink, 0.5mm needle tip		
9	TONER MP2014H		
10	EPSON L120 INK, yellow, 100ml		
11	EPSON L120 INK, cyan, 100ml		
12	EPSON L120 INK, magenta, 100ml		
13	EPSON L120 INK, black, 100ml		
14	BROTHER INK, BT5000Y yellow, 100ml		
15	BROTHER INK, BT5000Y cyan, 100ml		
16	BROTHER INK, BT5000Y magenta, 100ml		



Item	Item/Description	Unit Price	Total Amount
17	BROTHER INK, BT D60 BK black, 100ml		
18	10 pcs. BALLPEN 1423, .5, black		
19	25pcs. BLACK TECH PEN WATER GEL (0.7mm)		
20	BINDER CLIP 2"		
21	BINDER CLIP 1"		
22	BINDER CLIP 1/2"		
23	128GB FLASH DRIVE		
24	DUAL DRIVE ROTARY MOP AND BUCKET SET or Floor Cleaning Mop with Spinner		
25	WALIS TAMBO		
26	SUPER ABSORBENT MICROFIBER TOWEL DRYING CARE CLOTH		
27	DESK FILE ORGANIZER, sturdy magazine file holder 4 sections book desktop organizer plastic vertical		
28	HEAVY DUTY 2 tier Desktop Document Tray Organizer Metal File Holder Desk		
29	12-digit twin power CALCULATOR, (semi desktop)		
30	FILM CARBON PAPER for invoices, black		
31	STAPLER No.35, capacity 25 pages		
32	RECORD BOOK, 300pages		
33	FACIAL TISSUE PAPER table napkins, 500 sheets		
34	DAILY TIME RECORD, prescribed CSC Form No.48		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. :  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 8 – Office Supplies (OP)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, ethyl, scented, 500ml		
2	SUPER FINE BALLPEN #1423, 0.5black, 12 per box		
3	BROOM, soft		
4	CALCULATOR, standard, 12 digits, heavy duty		
5	CLIP, backfold, 19mm		
6	CORRECTION TAPE, good quality		
7	DETERGENT POWDER		
8	FLASH DRIVE, 32GB, capacity		
9	INK REFILL EPSON printer, black #664		
10	INK REFILL EPSON printer, cyan #664		
11	INK REFILL EPSON printer, yellow #664		
12	INK REFILL EPSON printer, magenta #664		
13	PAD PAPER, ruled		
14	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)		
15	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)		
16	PLASTIC ENVELOPE, with handle, long		

Item	Item/Description	Unit Price	Total Amount
17	PHOTO PAPER, A4, 230gsm, high glossy		
18	PUSH PIN		
19	RECORD BOOK, 500pages		
20	SCISSORS, symmetrical/asymmetrical, medium size		
21	STAMP PAD, felt		
22	STAPLER, big, standard type		
23	SIGN PEN GEL, black, 0.5mm		
24	SPECIALTY BOARD PAPER, short		
25	TAPE, packaging, 48mm		
26	TISSUE PAPER, 2ply, (12 per pack)		
27	TOILET BOWL CLEANER, scented		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.



We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***(shall be submitted with the Bid)***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 9 – Office Supplies (SB)**

Item	Item/Description	Unit Price	Total Amount
1	ADAPTOR		
2	ADHESIVE TAPE, big		
3	BATH SOAP, white antibacterial, 130g		
4	BALLPEN, 0.5 ballpoint, smooth, black, 12's		
5	BROWN ENVELOPE, ordinary, legal		
6	BROWN ENVELOPE, expanded with elastic strap, long		
7	DISHWASHING LIQUID, antibac, 1 liter		
8	ERASER, plastic/rubber		
9	EXTENSION WIRE, heavy duty 10m, 4 gangs		
10	FABRIC CONDITIONER, antibac, 25ml sachet		
11	FACEMASK, disposable 3 ply with earloop 50s, black		
12	GLUE, all purpose, 240g		
13	INK REFILL permanent marker, black		
14	MULTI GLASS CLEANER SPRAY, 500ml		
15	PAPER, MULTICOPY, 80gsm (-3%, A4, 210mmx297mm)		
16	PAPER, MULTICOPY, 80gsm (-3%, legal, 216mmx330mm)		

Item	Item/Description	Unit Price	Total Amount
17	PENCIL, lead with eraser No.2		
18	PHOTO PAPER, glossy A4, 20 sheets/pack, 135 gsm		
19	PLASTIC ENVELOPE, expanding with handle		
20	SIGN PEN, black		
21	TOILET BOWL CLEANER		
22	UNIVERSAL INK, for printer, black		
23	UNIVERSAL INK, for printer, cyan		
24	UNIVERSAL INK, for printer, magenta		
25	UNIVERSAL INK, for printer, yellow		
26	VELLUM BOARD, long, white		
27	VELLUM BOARD, A4, white		
28	YELLOW PAD PAPER		
29	AIR FRESHENER, spray, 320ml lavender & lemon scent		
30	ALCOHOL, ethyl, 500ml		
31	ALCOHOL, ethyl, 68%-72%		
32	BATTERY, dry cell, size AAA		
33	BATTERY, dry cell, size AA		
34	BROOM, soft thick, good quality		
35	CALCULATOR, compact		
36	CORRECTION TAPE		
37	DETERGENT BAR		
38	DETERGENT POWDER, all-purpose, 1kg		
39	DISINFECTANT SPRAY, aerosol, 400g (min)		
40	INSECTICIDE, aerosol type		
41	LIQUID HAND SANITIZER, 500ml		
42	LIQUID HAND SOAP, 500ml		
43	MARKER, permanent, felt tip, bullet type, black		
44	PENCIL SHARPENER, manual		
45	RECORD BOOK, 500pages		
46	RULER, plastic		
47	SCISSORS, symmetrical/asymmetrical		

Item	Item/Description	Unit Price	Total Amount
48	STAPLER WIRE No.35		
49	STAPLER, standard type		
50	TAPE, transparent, 24mm		
51	TAPE, transparent, 48mm		
52	TOILET TISSUE PAPER, 2 ply, 100% recycled		
53	TRASH BAG, medium		
54	WASTE BASKET, non-rigid plastic		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 10 – Office Supplies (Accounting)**

Item	Item/Description	Unit Price	Total Amount
1	BOND PAPER, substance 20/70gsm, ultra white, A4		
2	BOND PAPER, substance 20/70gsm, ultra white, long (8.5"x13")		
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")		
4	PERMANENT MARKER, black		
5	EXPANDABLE ENVELOPE with garter, legal		
6	TOILET TISSUE PAPER, 2 ply, 12 roll/pack		
7	TRASH BIN with cover		
8	INK CART, EPSON (T6644) black		
9	INK CART, EPSON (T6644) blue		
10	INK CART, EPSON (T6644) yellow		
11	INK CART, EPSON (T6644) cyan		
12	CORRECTION TAPE, 5mmx8m		
13	TONER CART, HP CE285A (HP85A), black		
14	ALCOHOL, Isopropyl, 70% solution, 500ml		
15	DETERGENT POWDER, 1kg		
16	MURIATIC ACID, 500ml		

Item	Item/Description	Unit Price	Total Amount
17	LIQUID HAND SANITIZER with moisturizer and Vit. E, 500ml		
18	FABRIC CONDITIONER, 1000ml (eternity concentrated)		
19	FASTENER plastic coated 50pcs per box		
20	CLACULATOR, MS-12 standard, heavy duty, solar cell battery DC 1.5V		
21	STICKY NOTE set, comes with 5 index label & 1 pad 3x3m, 70sheets		
22	BROWN ENVELOPE, long		
23	BALLPOINT PEN, pastel barrel 0.5mm, black ink, 50pcs per box		
24	TAPE TRANSPARENT, 24mm, 120pcs per roll		
25	FOLDER, long/white		
26	NEON PAPER, assorted paper		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent  
 Amount and Purpose of  
 Currency Commission or gratuity

\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: \_\_\_\_\_



**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
 ITB No. 2023-0019

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Lot 1-11)* in conformity with the said Bidding Documents.

**Lot 11 – Office Supplies (MENRO)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, ethyl, 70%, 500ml		
2	BLEACH, color safe, 900ml		
3	BOND PAPER, Multi-Purpose, A4 subs.20/70gsm		
4	BOND PAPER, Multi-Purpose, legal subs.20/70gsm		
5	BROOM STICK, (walis ting-ting)		
6	CLIP, backfold, 50mm		
7	CLIP, backfold, 32mm		
8	CORRECTION TAPE, 5mmx10m		
9	DATE STAMP WITH STAMP PAD, blue ink		
10	DETERGENT POWDER, 65g per sachet, sun fresh		
11	DISHWASHING PASTE with sponge, 200g, lemon scent		
12	DTR, prescribed CSC form No.48, 5 pads per booklet		
13	DOORMAT, rugs, good quality		

Item	Item/Description	Unit Price	Total Amount
14	FABRIC CONDITIONER, antibac with safeguard, 24ml		
15	GLOVES, ordinary, cotton		
16	HIGHLIGHTER, neon green		
17	MARKER, permanent, broad point, black		
18	PAPER CLIP, 50mm		
19	PAPER CLIP, 32mm		
20	PENCIL, lead with eraser, No.2		
21	PENCIL SHARPENER machine with waste box, manual		
22	POT HOLDER, thick, soft, round		
23	RAINCOAT, PVC material poncho type, heavy duty		
24	SACKS, large, 50kg size		
25	SIGN PEN, good kind, black		
26	STAPLE WIRE, No.35, standard		
27	SWEATER, plain, cotton, good quality		
28	TISSUE 3 ply, 150 pulls, 12 rolls/pack		
29	WELDING GLOVES, cow split leather		

Total Price in Figures: P \_\_\_\_\_

Total Price in Words: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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 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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 1 – Office Supplies (Mayor’s Office)**

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)
1	AIR FRESHENER, aerosol type, spray, 320ml		10 bottle						
2	AIR FRESHENER, scented gel, 320ml lavender		10 pieces						
3	ADHESIVE TAPE, 12mmx10m		8 roll						
4	BALLPEN, ordinary, black, 25/s		15 box						
5	BATTERY AAA, 2 pieces per pack		2 pack						
6	BATTERY AA, 2 pieces per pack		2 pack						
7	BROOM, soft, tambo		10 pieces						
8	BROOM, stick, ting-ling		20 pieces						
9	CLEANER, toilet and uninal, 1000ml		15 bottle						
10	CLEARBOOK, legal		5 pieces						
11	CLIP, BACKFOLD, 25mm		5 box						
12	CLIP BACKFOLD, 32mm		5 box						
13	CLIP BACKFOLD, 50mm		10 box						
14	CORRECTION TAPE, good quality, 5mmx8m		20 pieces						



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)
15	DATA FILE BOX, legal (Magazine File Box)		30 pieces						
16	DETERGENT POWDER, 47-60 grams/sachet		20 dozen						
17	DISHWASHING LIQUID, 1 liter		15 bottle						
18	DISH DRAINER (two layered)		2 unit						
19	DOORMAT, cloth		10 pieces						
20	DTR CSC Form No. 48		40 pad						
21	DUST PAN, non-rigid plastic		5 piece						
22	FABCON antibiotic, 33ml		144 sachet						
23	FOLDER with tab, legal		15 dozen						
24	FOLDER with tab, A4		36 dozen						
25	FLASH DRIVE, 32GB		4 pieces						
26	MULTIPURPOSE GLASS CLEANER, 500ml		5 bottle						
27	GLUE, all purpose, 130 grams		5 bottle						
28	INK CART, CANON CL-811, colored		6 cart						
29	INK CART, CANON PG-810, black		8 cart						
30	CANON INK, yellow, 100ml		2 bottle						
31	CANON INK, black, 100ml		4 bottle						
32	CANON INK, magenta, 100ml		2 bottle						
33	CANON INK, cyan, 100ml		2 bottle						
34	EPSON INK, 003 yellow, 100ml		4 bottle						
35	EPSON INK, 003 black, 100ml		4 bottle						
36	EPSON INK, 003 magenta, 100ml		4 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXM 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)
37	EPSON INK, 003 cyan, 100ml		4 bottle						
38	EPSON INK, 664 yellow, 100ml		4 bottle						
39	EPSON INK, 664 black, 100ml		4 bottle						
40	EPSON INK, 664 magenta, 100ml		4 bottle						
41	EPSON INK, 664 cyan, 100ml		4 bottle						
42	EXPANDED ENVELOPE		48 pieces						
43	EXPANDED FOLDER, legal		48 pieces						
44	EXTENSION WIRE, heavy duty, 10 meters, 4 gangs		2 piece						
45	INSECTICIDE, aerosol type, 500ml		6 cans						
46	COMPUTER KEYBOARD		3 pieces						
47	Liquid hand sanitizer, 500ML		3 bottle						
48	MARKER, permanent, black, bullet type, refillable		2 piece						
49	MOUSE, optical USB connection type		2 unit						
50	MOP with steel handle		2 piece						
51	MULTI INSECT SPRAY odorless, 500ml		8 bottle						
52	MURIATIC ACID, 1000ml		20 pcs						
53	NEON PAPER, assorted color		3 ream						
54	NOTE PAD, stick on, 76mmx100mm (3"x4")		3 pad						
55	PAPER CLIP, vinyl/plastic coated, 50mm		15 box						
56	PAPER, MULTI-PURPOSE, A4, 70gsm		90 ream						
57	PAPER, MULTI-PURPOSE, legal, 70gsm		30 ream						
58	PAPER FASTENER, plastic coated		10 box						

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)
59	PENTELPEN, ink refill		2 bottle						
60	PENCIL, lead, with eraser		4 box						
61	PHILIPPINE NATIONAL FLAG		8 piece						
62	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		20 piece						
63	SIGN PEN 0.5mm needle tip, black		3 piece						
64	STICKER PAPER, matte, A4		15 sheets						
65	PUNCHER 2holes, big		2 piece						
66	RECORD BOOK, 300 pages, sizes: 214mmx278mm min		10 piece						
67	RULER, plastic 450mm		3 piece						
68	SCISSORS, symmetrical medium size		2 pair						
69	STAMP PAD, felt		2 piece						
70	STAPLER, standard		3 piece						
71	STAPLE WIRE, standard		10 box						
72	TAPE DISPENSER		2 pieces						
73	TAPE, transparent, 24mm		18 roll						
74	TIERMISH DOCUMENT TRAY filling data rock three layers		6 pieces						
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9roll/pack		20 pack						
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml		10 bottle						
77	TRASH BIN, big		2 piece						
78	5 GALLON, round water container with refilled water		2 piece						

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	Total Price delivered Final Destination
79	WATER TUB, container (big)		2 piece					(col 5+6+7+8)	(col 9) x (col 4)
80	WIFI		1 piece						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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



**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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 2 – Office Supplies (BAC)**

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)
1	AIR FRESHENER, aerosol spray, 300ml		6 cans						
2	ETHYL ALCOHOL, with moisturizers, 70% solution, gallon		3 gallon						
3	BALLPEN, black, ordinary, 25pcs/box		2 box						
4	BOND PAPER, A4, subs.20, 70gsm		100 reams						
5	BOND PAPER, legal, subs.20, 70gsm		30 reams						
6	CANON MC-G02, maintenance cartridge for printer – CANON PIXMA G2020		2 pcs						
7	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, BH 70B (genuine cartridge)		2 box						
8	CANON PIXMA G2020 PRINTHEAD CARTRIDGE, CH 70C (genuine cartridge)		2 box						
9	CANON INK CARTRIDGE 57 (color) and 47 (black)		2 set						
10	CANON INK CARTRIDGE, CL-58 (color)		2 cart						

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)
11	CANON INK CARTRIDGE, CL-811 (color)		2 cart						
12	CLIP, backfold, 32mm		3 boxes						
13	CLIP, backfold, 50mm		6 boxes						
14	CORRECTION TAPE		24 pcs						
15	FLASH DRIVE, 32GB capacity		6 pcs						
16	FOLDER PRESSBOARD, green		36 pcs						
17	INK FOR CANON PRINTER, No.71 (black)		10 bottles						
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 3 bottles/set		2 set						
19	INK FOR EPSON PRINTER, No.003 (black)		4 bottles						
20	INK FOR EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set		2 set						
21	INTERNET SECURITY, for 5PC		1 pc						
22	MAGNETIC WHITE BOARD with aluminum frame, wall mount, size: 4x6 ft		1 pc						
23	NOTE PAD, self-stick on, 50x10mm, 50sheetsx5colors, 250 sheets/pad, 2 pad/set		6 pads						
24	PENCIL, lead, with eraser, 12 pcs/box		2 boxes						
25	PENCIL SHARPENER, desktop sharpener, manual		1 pc						
26	PLASTIC COMBI BINDING RING, 1" (25mm)		24 piece						
27	PLASTIC COMBI BINDING RING, 1 1/4" (32mm)		12 piece						
28	PLASTIC COMBI BINDING RING, 2" (51mm)		12 piece						
29	SACKS, clean, 50kgs		12 pcs						
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream		30 pack						

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	Total Price delivered Final Destination
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream		12 pack					(col 5+6+7+8)	(col 9) x (col 4)
32	STAPLER, standard, with built-in wire remover		2 pc						
33	TAPE TRANSPARENT, 24mm, big		12 rolls						
34	TOILET TISSUE PAPER, 2ply, 100% recycled, 12 rolls/pack		6 packs						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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

**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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 3 – Office Supplies (MCR)**

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)
1	ALCOHOL, isopropyl, 500ml, flip cap bottle		5 bottle						
2	CORRECTION TAPE, size: 5mmx10mm, 10 meters long		20 piece						
3	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm		10 piece						
4	BROWN ENVELOPE, A4		50 piece						
5	BROWN ENVELOPE, long		50 piece						
6	FOLDER, A4, good kind		50 box						
7	FOLDER, long, good kind		150 piece						
8	PAPER CLIP, vinyl/plastic coated, 33mm		5 box						
9	PAPER CLIP, vinyl/plastic coated, 50mm		5 box						
10	BOND PAPER, substance 20, A4		35 ream						
11	BOND PAPER, substance 20, long		20 ream						
12	RIBBON CART, Epson (#8750) black		10 piece						
13	TOILET TISSUE PAPER, 2-ply, ultra soft		24 roll						



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)
14	RECORD BOOK, 300 pages		3 piece						
15	BALLPEN, black, retractable oil base gel pen .7mm, 25s		2 box						
16	EPSON INK #003, black		4 bottle						
17	EPSON INK #003, magenta		2 bottle						
18	EPSON INK #003, cyan		2 bottle						
19	EPSON INK #003, yellow		2 bottle						
20	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"		10 piece						
21	TONER CARTRIDGE INEO 64		1 piece						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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

## Price Schedule for Goods Offered from Within the Philippines

*It 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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

#### Lot 4 – Office Supplies (MHO)

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)
1	ALL PURPOSE BOND PAPER, 80gsm (5ream/box) A4		14 box						
2	ARCHFILE FOLDER long slide clip 2inch lever - blue		12 pcs						
3	BROTHER GENUINE INK BTD60 BK 108ml		10 bll						
4	COPIER BOND PAPER 70gsm (5ream/box) F4 (long)		5 box						
5	CORK BOARD with frame, 24inx36in		5 pcs						
6	DOUBLE SIDED TAPE, (12mmx10y)		12 roll						
7	ALL PURPOSE GLUE stick 15g (2stick/pck)		10 pck						
8	EPSON INK, 664 BK		3 bll						
9	FILE MAGAZINE RACK single arin - grey		10 pcs						
10	KRAFT FOLDER long (10pcs/pck)		30 pack						
11	BROWN ENVELOPE, long, (50pcs/pack)		45 pack						
12	EXPANDING FOLDER, long		100 pcs						

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)
13	CLEAR SHEET PROTECTOR for ring binders, long (100sheets/pack)		10 pack						
14	PAPER FASTENER (50pcs/box)		15 box						
15	PENCIL No.2 (12pcs/box)		5 box						
16	PERMANENT TWIN MARKER black (12pcs/box)		5 box						
17	PUSH PIN (100pcs/box)		5 box						
18	RECORD BOOK JUNIOR, 15(pages, 215mmx139mm)		10 pcs						
19	REFILLABLE CORRECTION TAPE retraciable with refill		20 pcs						
20	ROUND STIC EZ SMOOTH NEEDLE BALLPEN 0.7mm (12pcs/pack)		10 pack						
21	RUBBER STAMP (Certified True Copy)		1 pc						
22	RUBBER STAMP (received)		1 pc						
23	SCOTCH TAPE (3/4inx5m)		40 roll						
24	SINGLE HOLE PUNCHER, 3mm		1 pc						
25	STAMP PAD		1 pc						
26	STAPLE WIRE No.35		10 box						
27	STURDY BINDER CLIPS, black, 25mm (24pcs/box)		10 box						
28	STURDY BINDER CLIPS, black, 51mm (12pcs/box)		15 box						

Total Amount in Figures: P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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



## 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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

#### Lot 5 – Office Supplies (MPDC)

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 leaves 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)
1	AIR FRESHENER, aerosol type		2 can						
2	BALLPEN, black, 0.5mm		2 dozen						
3	BATTERY dry cell, AA, heavy duty		4 pack						
4	BATTERY dry cell, AAA, heavy duty		2 pack						
5	CLIP, backfold, 25mm		1 box						
6	CLIP, backfold, 32mm		1 box						
7	CORRECTION TAPE, 5m		5 piece						
8	DATA FOLDER, with tagila lock, horizontal, legal		12 piece						
9	DATING AND STAMPING MACHINE, with self inking stamp and reliable and removable ink pad		1 unit						
10	DISINFECTANT SPRAY		2 can						
11	DTR, 100pcs/pad		4 pad						
12	EXTENSION CORD, 6 gang (6x international outlet with USB), 5 meters cord length, 2500W 10A 250V		1 unit						
13	FOLDER, with tab, legal		1 pack						

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)
14	FURNITURE CLEANER, aerosol type		1 can						
15	GLUE, 240ml, safe, non-toxic, quick dry		2 bottle						
16	INK GT 53 HP (black)		2 bottle						
17	INK GT 52 HP (magenta)		1 bottle						
18	INK GT 52 HP (cyan)		1 bottle						
19	INK EPSON 003 (black)		8 bottle						
20	INK EPSON 003 (magenta)		2 bottle						
21	INK EPSON 003 (cyan)		2 bottle						
22	INK EPSON 003 (yellow)		2 bottle						
23	LIQUID HAND SANITIZER, 500ml		2 bottle						
24	MARKER, permanent, black, bullet type		2 piece						
25	MOUSE, universal compatibility, 2.4GHz wireless, size: 11*6.8*3.6cm, adjustable DPI switch: 800-1200-1600DPI		3 piece						
26	NOTE PAD, stick on, 50mmx76mm (2'x3')min		3 pad						
27	PAPER CLIP, 28mm, 100pcs, PVC wrapping, wire iron material		3 box						
28	PAPER CLIP, 50mm, 100pcs, PVC wrapping, wire iron material		3 box						
29	PAPER, MULTICOPY, A4, 80gsm		25 ream						
30	PAPER, MULTICOPY, legal, 80gsm		15 ream						
31	SCISSOR, multi purpose stainless steel, heavy duty, 200mm*90mm		2 piece						
32	SD CARD, 128gb		1 piece						

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)
33	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip		2 piece						
34	STAMP PAD, felt		1 piece						
35	STAPLE WIRE, No.35		2 box						
36	TAPE, transparent, 24mm		6 roll						
37	TAPE, transparent, 48mm		2 roll						
38	TISSUE, interfolded paper towel		6 pack						
39	TOILET TISSUE PAPER, 2-ply, 100% recycled		6 pack						
40	USB, 8gb		2 piece						
41	VELLUM PAPER, 200gsm, 10sheets, A4, pale cream		2 pack						
42	VELLUM PAPER, 200gsm, 10sheets, legal, pale cream		2 pack						
43	WHITE BOARD MARKER, easy to erase, smooth writing, felt tip, bullet nb, 2.0mm 6pcs/box		1 box						

Total Amount in Figures: P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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

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

Name of Bidder \_\_\_\_\_ Project ID No. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 6 – Office Supplies (MTO)**

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)
1	ALCOHOL, ethyl, 70% solution, 500ml		24 bottle						
2	BALLPEN, black, 25's		12 box						
3	BATTERY, heavy duty, AA, 2pcs per blister		12 pack						
4	BOND PAPER, hard copy, subs.20, legal		40 ream						
5	BOND PAPER, hard copy, subs.20, A4		30 ream						
6	BROTHER INK, BT60BK, genuine		2 bottle						
7	CLEANER, toilet bowl & urinal, 100ml		3 bottle						
8	CORRECTION TAPE, good quality, 5mmx8mm		48 pcs						
9	DETERGENT POWDER, all purpose, 1kg per plastic pouch		6 doz						
10	DTR, Civil Service Form No.48		10 pad						
11	FASTENER, plastic, 7cm, 50/box		6 box						
12	HP ORIGINAL LAZER JET TONER CARTRIDGE, CE285AC, genuine		2 cart						
13	MAILING ENVELOPE, white long		1 box						



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)
14	GEL PEN, 0.5mm, black		20 pcs						
15	MULTI-INSECT KILLER SPRAY, 500ml		2 can						
16	SCOTCH TAPE, 1", big		6 pcs						
17	STAPLER, standard with remover, heavy duty #35		3 box						
18	SURGICAL FACE MASK, disposable, FDA approved, 3 ply, 50		12 box						
19	TRASH BAG, small, 15pcs		12 roll						
20	TRASH BAG, XL, 10 pcs		5 roll						
21	TOILET TISSUE PAPER, 2 ply sheet, 150 pulls, 12 rolls in a pack		6 doz						
22	TONER, INEO 165, genuine		1 cart						
23	WINDOW GLASS CLEANER, 1000ml		1 bottle						

Total Amount in Figures: P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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

**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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 7 – Office Supplies (Engineering)**

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)
1	PAPER MULTICOPY, 80gsm, legal		34 reams						
2	PAPER MULTICOPY, 80gsm, A4		5 reams						
3	AIR FRESHENER, spray, 320ml, lemon scent		4 bottles						
4	TAPE TRANSPARENT, 24mm, big		10 rolls						
5	TONER HP LASER JET P1102		1 pc						
6	ALCOHOL, ethyl, 70% solution, 500ml		7 bottle						
7	CORRECTION TAPE, 5mmx8mm		5 pcs						
8	SIGN PEN, black liquid/gel ink, 0.5mm needle tip		10 pcs						
9	TONER MP2014H		1 pc						
10	EPSON L120 INK, yellow, 100ml		1 pc						
11	EPSON L120 INK, cyan, 100ml		1 pc						
12	EPSON L120 INK, magenta, 100ml		1 pc						
13	EPSON L120 INK, black, 100ml		1 pc						
14	BROTHER INK, BT5000Y yellow, 100ml		2 pcs						

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)
15	BROTHER INK, BT5000Y cyan, 100ml		2 pcs						
16	BROTHER INK, BT5000Y magenta, 100ml		2 pcs						
17	BROTHER INK, BT D60 BK Black, 100ml		2 pcs						
18	10 pcs BALLPEN 1423. .5, black		3 boxes						
19	25pcs. BLACK TECH PEN WATER GEL (0.7mm)		3 boxes						
20	BINDER CLIP 2"		5 boxes						
21	BINDER CLIP 1"		4 boxes						
22	BINDER CLIP 1/2"		5 boxes						
23	128GB FLASH DRIVE		3 pcs						
24	DUAL DRIVE ROTARY MOP AND BUCKET SET or Floor Cleaning Map with Spinner		1 pc						
25	WALIS TAMBO		2 pcs						
26	SUPER ABSORBENT MICROFIBER TOWEL DRYING CARE CLOTH		15 pcs						
27	DESK FILE ORGANIZER, sturdy magazine file holder 4 sections book desktop organizer plastic vertical		6 pcs						
28	HEAVY DUTY 2 tier Desktop Document Tray Organizer Metal File Holder Desk		3 pcs						
29	12-digit twin power CALCULATOR, (semi desktop)		3 pcs						
30	FILM CARBON PAPER for invoices, black		5 pads						
31	STAPLER No.35, capacity 25 pages		4 pcs						
32	RECORD BOOK, 300pages		5 pcs						
33	FACIAL TISSUE PAPER table napkins, 500 sheets		8 packs						
34	DAILY TIME RECORD, prescribed CSC Form No.48		20 pads						

Total Amount in Figures: P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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



## 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. IIB No. 2023-0019 Page \_\_\_ of \_\_\_

### Lot 8 – Office Supplies (OP)

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 (ccl 5+6+7+8)	Total Price delivered Final Destination (ccl 9) x (col 4)
1	ALCOHOL, ethyl, scented, 500ml		12 bottle						
2	SUPER FINE BALLPEN #1423, 0.5black, 12 per box		2 box						
3	BROOM, soft		2 pieces						
4	CALCULATOR, standard, 12 digits, heavy duty		1 unit						
5	CLIP, backfold, 19mm		10 boxes						
6	CORRECTION TAPE, good quality		12 pieces						
7	DETERGENT POWDER		2 pouches						
8	FLASH DRIVE, 32GB, capacity		2 pieces						
9	INK REFILL EPSON printer, black #664		2 bottle						
10	INK REFILL EPSON printer, cyan #664		2 bottle						
11	INK REFILL EPSON printer, yellow #664		2 bottle						
12	INK REFILL EPSON printer, magenta #664		2 bottle						
13	PAD PAPER, ruled		1 dozen						
14	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)		10 reams						
15	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)		10 reams						

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)
16	PLASTIC ENVELOPE, with handle, long		15 pieces						
17	PHOTO PAPER, A4, 230gsm, high glossy		2 pack						
18	PUSH PIN		5 box						
19	RECORD BOOK, 500pages		2 pieces						
20	SCISSORS, symmetrical/asymmetrical, medium size		3 pairs						
21	STAMP PAD, felt		12 pieces						
22	STAPLER, big, standard type		1 piece						
23	SIGN PEN GEL, black, 0.5mm		1 dozen						
24	SPECIALTY BOARD PAPER, short		5 packs						
25	TAPE, packaging, 48mm		5 rolls						
26	TISSUE PAPER, 2ply, (12 per pack)		12 bundle						
27	TOILET BOWL CLEANER, scented		1 bottle						

Total Amount in Figures: P

Total Amount in Words: \_\_\_\_\_

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

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

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

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

**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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 9 – Office Supplies (SB)**

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)
1	ADAPTOR		2 piece						
2	ADHESIVE TAPE, big		3 roll						
3	BATH SOAP, white antibacterial, 130g		2 pack						
4	BALLPEN, 0.5 ballpoint, smooth, black, 12's		12 box						
5	BROWN ENVELOPE, ordinary, legal		100 piece						
6	BROWN ENVELOPE, expanded with elastic strap, long		20 piece						
7	DISHWASHING LIQUID, antibac, 1 liter		4 bottle						
8	ERASER, plastic/rubber		16 piece						
9	EXTENSION WIRE, heavy duty 10m, 4 gangs		2 piece						
10	FABRIC CONDITIONER, antibac, 25ml sachet		6 dozen						
11	FACEMASK, disposable 3 ply with earloop 50s, black		3 box						
12	GLUE, all purpose, 240g		6 piece						
13	INK REFILL permanent marker, black		1 bottle						

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)
14	MULTI GLASS CLEANER SPRAY, 500ml		4 bottle						
15	PAPER, MULTICOPIY, 80gsm (-3%, A4, 210mmx297mm)		50 ream						
16	PAPER, MULTICOPIY, 80gsm (-3%, legal, 216mmx330mm)		55 ream						
17	PENCIL, lead with eraser No 2		10 box						
18	PHOTO PAPER, glossy A4, 20 sheets:pack, 135 gsm		2 pack						
19	PLASTIC ENVELOPE, expanding with handle		12 piece						
20	SIGN PEN, black		94 piece						
21	TOILET BOWL CLEANER		6 bottle						
22	UNIVERSAL INK, for printer, black		20 bottle						
23	UNIVERSAL INK, for printer, cyan		20 bottle						
24	UNIVERSAL INK, for printer, magenta		20 bottle						
25	UNIVERSAL INK, for printer, yellow		20 bottle						
26	VELLUM BOARD, long, white		6 pack						
27	VELLUM BOARD, A4, white		6 pack						
28	YELLOW PAD PAPER		20 pad						
29	AIR FRESHENER, spray, 320ml lavender & lemon scent		2 can						
30	ALCOHOL, ethyl, 500ml		2 bottle						
31	ALCOHOL, ethyl, 68%-72%		1 gallon						
32	BATTERY, dry cell, size AAA		4 pack						
33	BATTERY, dry cell, size AA		4 pack						



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)
34	BROOM, soft thick, good quality		2 piece						
35	CALCULATOR, compact		2 unit						
36	CORRECTION TAPE		10 piece						
37	DETERGENT BAR		5 piece						
38	DETERGENT POWDER, all-purpose, 1kg		1 pouch						
39	DISINFECTANT SPRAY, aerosol, 400g (min)		2 can						
40	INSECTICIDE, aerosol type		2 can						
41	LIQUID HAND SANITIZER, 500ml		2 bottle						
42	LIQUID HAND SOAP, 500ml		2 bottle						
43	MARKER, permanent, felt tip, bullet type, black		2 piece						
44	PENCIL SHARPENER, manual		1 piece						
45	RECORD BOOK, 500pages		1 piece						
46	RULER, plastic		2 piece						
47	SCISSORS, symmetrical/asymmetrical		2 piece						
48	STAPLER WIRE No.35		4 box						
49	STAPLER, standard type		2 piece						
50	TAPE, transparent, 24mm		2 roll						
51	TAPE, transparent, 48mm		2 roll						
52	TOILET TISSUE PAPER, 2 ply, 100% recycled		8 pack						
53	TRASH BAG, medium		2 pack						
54	WASTE BASKET, non-rigid plastic		1 piece						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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

## 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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

#### Lot 10 – Office Supplies (Accounting)

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)
1	BOND PAPER, substance 20/70gsm, ultra white, A4		5 reams						
2	BOND PAPER, substance 20/70gsm, ultra white, long (8.5"x13")		5 reams						
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")		5 reams						
4	PERMANENT MARKER, black		1 box						
5	EXPANDABLE ENVELOPE with garter, legal		2 dozens						
6	TOILET TISSUE PAPER, 2 ply, 12 roll/ pack		10 packs						
7	TRASH BIN with cover		2 piece						
8	INK CART, EPSON (T6644) black		4 cart						
9	INK CART, EPSON (T6644) blue		1 cart						
10	INK CART, EPSON (T6644) yellow		1 cart						
11	INK CART, EPSON (T6644) cyan		1 cart						
12	CORRECTION TAPE, 5mmx8m		25 pieces						

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)
13	TONER CART, HP CE285A (HP85A), black		5 cart						
14	ALCOHOL, isopropyl, 70% solution, 500ml		10 bottles						
15	DETERGENT POWDER, 1kg		5 packs						
16	MURIATIC ACID, 500ml		5 bottles						
17	LIQUID HAND SANITIZER with moisturizer and Vit. E, 500ml		5 bottles						
18	FABRIC CONDITIONER, 1000ml (eternity concentrated)		5 bottles						
19	FASTENER plastic coated 50pcs per box		5 box						
20	CLACULATOR, MS-12 standard, heavy duty, solar cell battery DC 1.5V		3 unit						
21	STICKY NOTE set, comes with 5 index label & 1 pad 3x3m, 70sheets		5 set						
22	BROWN ENVELOPE, long		100 pieces						
23	BALLPOINT PEN, pastel barrel 0.5mm, black ink, 50pcs per box		2 box						
24	TAPE TRANSPARENT, 24mm, 120pcs per roll		1 roll						
25	FOLDER, long/white		100 pieces						
26	NEON PAPER, assorted paper		1 ream						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_



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

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

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

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

**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. ITB No. 2023-0019 Page \_\_\_ of \_\_\_

**Lot 11 – Office Supplies (MENRO)**

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 (ccl 5+6+7+8)	Total Price delivered Final Destination (ccl 9) x (ccl 4)
1	ALCOHOL, ethyl, 70%, 500ml		8 bottle						
2	BLEACH, color safe, 900ml		10 bottle						
3	BOND PAPER, Multi-Purpose, A4 subs.20/70gsm		20 ream						
4	BOND PAPER, Multi-Purpose, legal subs.20/70gsm		10 ream						
5	BROOM STICK, (walis ting-ting)		2 pieces						
6	CLIP, backfold, 50mm		5 box						
7	CLIP, backfold, 32mm		5 box						
8	CORRECTION TAPE, 5mmx10m		3 pieces						
9	DATE STAMP WITH STAMP PAD, blue ink		1 piece						
10	DETERGENT POWDER, 65g per sachet, sun fresh		5 dozen						
11	DISHWASHING PASTE with sponge, 200g, lemon scent		5 pieces						

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)
12	DTR, prescribed CSC form No.48, 5 pads per booklet		4 booklet						
13	DOORMAT, rugs, good quality		10 pieces						
14	FABRIC CONDITIONER, antibac with safeguard, 24ml		2 dozen						
15	GLOVES, ordinary, cotton		200 pairs						
16	HIGHLIGHTER, neon green		6 pieces						
17	MARKER, permanent, broad point, black		12 pieces						
18	PAPER CLIP, 50mm		4 box						
19	PAPER CLIP, 32mm		4 box						
20	PENCIL, lead with eraser, No.2		2 box						
21	PENCIL SHARPENER machine with waste box, manual		1 piece						
22	POT HOLDER, thick, soft, round		10 pieces						
23	RAINCOAT, PVC material poncho type, heavy duty		10 pieces						
24	SACKS, large, 50kg size		200 pieces						
25	SIGN PEN, good kind, black		24 pieces						

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)
26	STAPLE WIRE, No.35, standard		3 box						
27	SWEATER, plain, cotton, good quality		12 pieces						
28	TISSUE 3 ply, 150 pulls, 12 rolls/pack		4 packs						
29	WELDING GLOVES, cow split leather		4 pairs						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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

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

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

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



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### **BID SECURING DECLARATION** **Project Identification No.: ITB No. 2023-0019**

To: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2023. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023.

## FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year _____
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Worth Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current Assets minus Current Liabilities) (15)] minus value of all outstanding works under ongoing contracts, including awarded contracts yet to be started.

NFCC = P \_\_\_\_\_

NFCC must be at least equal to the ABC

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
 Name of Supplier / Distributor / Manufacturer  
 Signature of Authorized Representative

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

### NOTE:

- If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

I, \_\_\_\_\_, of legal age, married/single, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of \_\_\_\_\_, 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 \_\_\_\_\_ of the Municipal Government of Santa Fe, Romblon, as shown in the attached duly notarized Special Power of Attorney;
3. \_\_\_\_\_ 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. \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ 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 \_\_\_\_\_.

9. \_\_\_\_\_ 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 \_\_\_\_\_, 2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023. Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023.

**Statement of all 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**

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

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>GOVERNMENT:</u>							
<u>PRIVATE:</u>							

Submitted by: \_\_\_\_\_  
 Printed Name & Signature  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid)
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)

**Statement of Single Largest Completed Contract which is Similar in Nature**  
(indicate only one)

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

**Lot 1 – Office Supplies (Mayor’s Office)**

Name and Location of Project	Date of the Contract	Contract Duration	Owner’s Name and Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End User’s Acceptance or Official Receipt(s) Issued for the Contract

**Note: This statement shall be supported with:**

1. Contract (Purchase Order)
2. Notice of Award and/or Notice to Proceed
3. End user’s acceptance or O.R. issued for the contract

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



























Republic of the Philippines



Government Procurement Policy Board