



**MUNICIPALITY OF SANTA FE, ROMBLON**

**PHILIPPINE BIDDING DOCUMENTS**

**for the**

**PROCUREMENT OF OFFICE  
SUPPLIES (LOT 1-12)**

Date of Public Bidding: March 11, 2024, 9:00 A.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 1-12)**

1. The **Municipal Government of Santa Fe, Romblon**, through the **General Fund 2024<sup>1</sup>** intends to apply the sum of **Five Hundred Sixty Five Thousand One Hundred Fifty Six Pesos (Php565,156.00)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **"Procurement of Office Supplies (Lot 1-12) (ITB No. 2024-0019)"**. 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 160,024.00
Lot 2	Office Supplies (SB)	P 60,000.00
Lot 3	Office Supplies (MENRO)	P 30,000.00
Lot 4	Office Supplies (MCR)	P 40,000.00
Lot 5	Office Supplies (Assessor)	P 20,000.00
Lot 6	Office Supplies (Accounting)	P 52,700.00
Lot 7	Office Supplies (Agriculture)	P 69,997.00
Lot 8	Office Supplies (PWD)	P 9,990.00
Lot 9	Office Supplies (MSWDO)	P 39,990.00
Lot 10	Office Supplies (OSCA)	P 25,000.00
Lot 11	Office Supplies (MTO)	P 37,455.00
Lot 12	Office Supplies (Tourism Program)	P 20,000.00

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 SUCs, 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 19, 2024 to March 11, 2024** 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 11, 2024 at 9:00 A.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 11, 2024 at 9:00 A.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. REYNALD T. SOLANOY**  
*Municipal Assessor/LGU-BAC Chairperson*  
*Municipality of Santa Fe*  
*Province of Romblon*  
*Telephone No. 0917-154-2647*  
*Email Address: stafebac2023@gmail.com*

11. You may visit the website listed below:

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

  
**REYNALD T. SOLANOY**  
*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 1-12)**, with identification number **ITB No. 2024-0019**

The Procurement Project (referred to herein as "Project") is composed of twelve (12) 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 2024** in the amount of **Five Hundred Sixty Five Thousand One Hundred Fifty Six Pesos (P565,156.00)**.

2.2. The source of funding is:

**LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.**

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. 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 Expandable 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 expandable 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.

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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.

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 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 items similar in nature 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	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BID SECURITY</th> <th style="text-align: center;">Cash or Cashier's/ Manager's Check</th> <th style="text-align: center;">Bank Draft/Guarantee</th> <th style="text-align: center;">Surety Bond</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td style="text-align: center;">P 3,200.48</td> <td style="text-align: center;">P 3,200.48</td> <td style="text-align: center;">P 8,001.20</td> </tr> <tr> <td style="text-align: center;">Lot 2</td> <td style="text-align: center;">P 1,200.00</td> <td style="text-align: center;">P 1,200.00</td> <td style="text-align: center;">P 3,000.00</td> </tr> <tr> <td style="text-align: center;">Lot 3</td> <td style="text-align: center;">P 600.00</td> <td style="text-align: center;">P 600.00</td> <td style="text-align: center;">P 1,500.00</td> </tr> </tbody> </table>	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond	Lot 1	P 3,200.48	P 3,200.48	P 8,001.20	Lot 2	P 1,200.00	P 1,200.00	P 3,000.00	Lot 3	P 600.00	P 600.00	P 1,500.00
BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond														
Lot 1	P 3,200.48	P 3,200.48	P 8,001.20														
Lot 2	P 1,200.00	P 1,200.00	P 3,000.00														
Lot 3	P 600.00	P 600.00	P 1,500.00														

BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond
Lot 4	P 800.00	P 800.00	P 2,000.00
Lot 5	P 400.00	P 400.00	P 1,000.00
Lot 6	P 1,054.00	P 1,054.00	P 2,635.00
Lot 7	P 1,399.94	P 1,399.94	P 3,499.85
Lot 8	P 199.80	P 199.80	P 499.50
Lot 9	P 799.80	P 799.80	P 1,999.50
Lot 10	P 500.00	P 500.00	P 1,250.00
Lot 11	P 749.10	P 749.10	P 1,872.75
Lot 12	P400.00	P400.00	P 1,000.00

19.3

*The ABC for the project is Five Hundred Sixty Five Thousand One Hundred Fifty Six Pesos (P 565,156.00) broken into the following lots:*

Lot No.	Name of Project	ABC
Lot 1	Office Supplies (Mayor's Office)	P 160,024.00
Lot 2	Office Supplies (SB)	P 60,000.00
Lot 3	Office Supplies (MENRO)	P 30,000.00
Lot 4	Office Supplies (MCR)	P 40,000.00
Lot 5	Office Supplies (Assessor)	P 20,000.00
Lot 6	Office Supplies (Accounting)	P 52,700.00
Lot 7	Office Supplies (Agriculture)	P 69,997.00
Lot 8	Office Supplies (PWD)	P 9,990.00
Lot 9	Office Supplies (MSWDO)	P 39,990.00
Lot 10	Office Supplies (OSCA)	P 25,000.00
Lot 11	Office Supplies (MTO)	P 37,455.00
Lot 12	Office Supplies (Tourism Program)	P 20,000.00

20.2

*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.*

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 at 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 Mr. Erwin B. Gusi.</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> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul>

	<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 pcs.	10 pcs.	
3	ADHESIVE TAPE, 12mm x 10m	8 roll	8 roll	
4	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25s/tube	15 tube	15 tube	
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 pcs.	10 pcs.	
8	BROOM, stick, ting-ting	20 pcs.	20 pcs.	
9	CLEANER, toilet and urinal 1000ml	15 bottle	15 bottle	
10	CLEARBOOK, legal	5 pcs.	5 pcs.	
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, 5mm x 8m	20 pcs.	20 pcs.	
15	DATA FILE BOX, legal (Magazine File Box)	30 pcs.	30 pcs.	
16	DETERGENT POWDER, 47-60grams/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 DRAINER (two layered)	2 unit	2 unit	
19	DOORMAT, cloth	10 pcs.	10 pcs.	
20	DTR CSC Form No. 48	40 pad	40 pad	
21	DUST PAN, non-rigid plastic	5 pcs.	5 pcs.	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	FLASH DRIVE, 32GB	4 pcs	4 pcs	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
25	MULTIPURPOSE GLASS CLEANER, 500ml	5 bottle	5 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
26	GLUE, all purpose, 130grams	5 bottle	5 bottle	
27	INK CART, CANON CL-811, Colored	6 cart	6 cart	
28	INK CART, CANON CL-810, Black	8 cart	8 cart	
29	CANON INK, Yellow, 100ml	2 bottle	2 bottle	
30	CANON INK, Black, 100ml	4 bottle	4 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
31	CANON INK, Magenta, 100ml	2 bottle	2 bottle	
32	CANON INK, Cyan, 100ml	2 bottle	2 bottle	
33	EPSON INK 003 Yellow, 100ml	8 bottle	8 bottle	
34	EPSON INK 003 Black, 100ml	8 bottle	8 bottle	
35	EPSON INK 003 Magenta, 100ml	8 bottle	8 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
36	EPSON INK 003 Cyan, 100ml	8 bottle	8 bottle	
37	EPSON INK 664 Yellow, 100ml	4 bottle	4 bottle	
38	EPSON INK 664 Black, 100ml	4 bottle	4 bottle	
39	EPSON INK 664 Magenta, 100ml	4 bottle	4 bottle	
40	EPSON INK 664 Cyan, 100ml	4 bottle	4 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
41	EXPANDED ENVELOPE	48 pcs.	48 pcs.	
42	EXPANDED FOLDER, legal	48 pcs.	48 pcs.	
43	EXTENSION WIRE, heavy duty, 10meters, 4gang	2 pcs.	2 pcs.	
44	INSECTICIDE, aerosol type, 500ml	6 can	6 can	
45	COMPUTER KEYBOARD	3 pcs.	3 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
46	LIQUID HAND SANITIZER, 500ml	3 bottle	3 bottle	
47	MARKER, permanent, black, bullet type, refillable	2 pcs.	2 pcs.	
48	MOUSE, Optical USB connection type	2 unit	2 unit	
49	MOP with steel Handle	2 pcs.	2 pcs.	
50	MULTI INSECT SPRAY, Odorless, 500ml	8 bottle	8 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
51	MURIATIC ACID, 1000ml	20 pcs.	20 pcs.	
52	NEON PAPER, assorted color	3 ream	3 ream	
53	NOTE PAD, stick on, 76mm x 100mm (3"x4")	3 pad	3 pad	
54	PAPER CLIP, vinyl/plastic coated, 50mm	15 box	15 box	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
55	PAPER, MULTI-PURPOSE, A4, 70gsm	100 ream	100 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
56	PAPER, MULTI-PURPOSE, Legal, 70gsm	50 ream	50 ream	
57	PAPER FASTENER, plastic coated	15 box	15 box	
58	PENTEL PEN, Ink Refill	2 bottle	2 bottle	
59	PENCIL, lead, with eraser	4 box	4 box	
60	PHILIPPINE NATIONAL FLAG	8 pcs	8 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
61	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	20 pcs	20 pcs	
62	SIGN PEN, 0.5mm needle tip, black	3 pcs	3 pcs	
63	STICKER PAPER, matte, A4	15 sheet	15 sheet	
64	SPECIALTY PAPER, 80gsm subs 40x10 pages	100 sheet	100 sheet	
65	PUNCHER, 2 holes (big)	2 pcs	2 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
66	RECORD BOOK, 300pages, sizes:214mm x 278mm min	15 pcs	15 pcs	
67	RULER, plastic 450mm	3 pcs	3 pcs	
68	SCISSORS, symmetrical medium size	2 pair	2 pair	
69	STAMP PAD, felt	2 pcs	2 pcs	
70	STAPLER, Standard	3 pcs	3 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
71	STAPLE WIRE, Standard	10 box	10 box	
72	TAPE DISPENSER	2 pcs	2 pcs	
73	TAPE, Transparent, 24mm	18 roll	18 roll	
74	TIERMISH document tray filling data rock 3 layers	6 pcs	6 pcs	
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9 roll/pack	20 pack	20 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml	10 bottle	10 bottle	
77	TRASH BIN (big)	2 pcs	2 pcs	

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 (SB)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ADAPTOR	2 pcs.	2 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ADHESIVE TAPE, doubled sided tape, 24m	9 roll	9 roll	
3	ADHESIVE TAPE, doubled sided tape, 48m	10 roll	10 roll	
4	AIR FRESHENER, spray, 320ml, lemon scent	8 can	8 can	
5	ALCOHOL, 70% 500ml	8 bottle	8 bottle	
6	BALLPEN, 0,5 ballpoint, smooth, black, 12s	20 box	20 box	Within 30 working days upon supplier's receipt of Notice to Proceed
7	BATTERY, rechargeable size AA (2pcs. per pack) 1.5 volts, 3,000mah	27 pack	27 pack	
8	BATTERY, rechargeable size AAA (2pcs. per pack)	1 pack	1 pack	
9	BROWN ENVELOPE, long ordinary (legal size)	249 pcs.	249 pcs.	
10	DETERGENT POWDER, all purpose, 1kg	3 pack	3 pack	
11	DISHWASHING LIQUID, antibac, 1 liter	4 bottle	4 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
12	DISINFECTANT SPRAY, aerosol, 400g (min)	6 can	6 can	
13	EXTENSION WIRE, heavy duty 10m, 4 gang	3 pcs.	3 pcs.	
14	FABRIC CONDITIONER, antibac, 25ml sachet	3 dozen	3 dozen	
15	FACE MASK, disposable, 3 ply with earloop, 50's, black	1 box	1 box	
16	INSECTICIDE, aerosol spray, 500ml	6 can	6 can	Within 30 working days upon supplier's receipt of Notice to Proceed
17	LIQUID HAND SANITIZER, 500ml	2 bottle	2 bottle	
18	MAILING ENVELOPE, white, long #10	1 box	1 box	
19	MARKER, permanent, felt tip, bullet type, black	1 box	1 box	
20	MULTI GLASS CLEANER spray, 500ml	4 bottle	4 bottle	
21	PAPER, MULTICOPY, 80gsm (A4 size)	110 ream	110 ream	
22	PAPER, MULTICOPY, 80gsm (legal size)	10 ream	10 ream	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
23	PAPER, MULTICOPY, 80gsm (letter size)	10 ream	10 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
24	PENCIL, lead with Eraser No.2	10 box	10 box	
25	PHOTO PAPER, glossy, A4 size, 10 sheets per pack	4 pack	4 pack	
26	SCISSOR, symmetrical/asymmetrical	2 pcs.	2 pcs.	
27	SIGN PEN, black	150 pcs.	150 pcs.	
28	STAPLER, standard type	1 pc.	1 pc.	
29	TAPE, TRANSPARENT 24m	12 roll	12 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
30	TAPE, TRANSPARENT 48m	6 roll	6 roll	
31	TOILET BOWL CLEANER	6 bottle	6 bottle	
32	TOILET TISSUE PAPER, 2 ply, 100% recycled	4 pack	4 pack	
33	TRASH BAG, size XL	3 roll	3 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
34	UNIVERSAL INK, for Printer (Black)	40 bottle	40 bottle	
35	VELLUM BOARD, long white, 10 sheets per pack	6 pack	6 pack	
36	VELLUM BOARD, A4 white, 10 sheets per pack	5 pack	5 pack	
37	WASTE BASKET, non-rigid plastic	1 pc.	1 pc.	

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 (MENRO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, glade type, lemon 320ml	2 can	2 can	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ALCOHOL, Ethyl 70% 500 ml	5 bottle	5 bottle	
3	BROWN ENVELOPE, ordinary, long	50 pcs.	50 pcs.	
4	BOND PAPER, multi-purpose, A4 sub 20/70 gsm	20 ream	20 ream	
5	BOND PAPER, Multi-purpose, Legal sub 20/70 gsm	5 ream	5 ream	
6	COLORED STICKY NOTE 100 sheets, 3 inches	5 pcs.	5 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CORRECTION TAPE, 5mmx10m	5 pcs.	5 pcs.	
8	DETERGENT POWDER, 65g per sachet, sun fresh	3 dozen	3 dozen	
9	DISHWASHING PASTE w/ sponge, 200g, lemon scent	5 pcs.	5 pcs.	
10	DOUBLE-SIDED TAPE, 3cmx5m	5 pcs.	5 pcs.	
11	DTR, Prescribed CSC form No.48, 5 pads per booklet	2 booklet	2 booklet	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EXPANDED FOLDER, color green, long	20 pcs.	20 pcs.	
13	FABRIC CONDITIONER, antibac w/ safeguard 24ml	2 dozen	2 dozen	
14	FACEMASKS, disposable 3 ply with earloop 50's, black	10 box	10 box	
15	GARBAGE BAG size 13"x13"x32" (large, 100 pcs/pack, black)	10 pack	10 pack	
16	GENUINE EPSON INK Code: 003, Black	10 bottle	10 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
17	GENUINE EPSON INK Code: 003, Cyan	10 bottle	10 bottle	
18	GENUINE EPSON INK Code: 003, Magenta	10 bottle	10 bottle	
19	GENUINE EPSON INK Code: 003, Yellow	10 bottle	10 bottle	
20	GLOVES, ordinary, cotton	130 pair	130 pair	Within 30 working days upon supplier's receipt of Notice to Proceed
21	GLUE, all purpose, 130 grams	5 bottle	5 bottle	
22	HIGHLIGHTER, neon green	6 pcs.	6 pcs.	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
23	INK REFILL PERMANENT MARKER, black	1 pc.	1 pc.	
24	PLASTIC ENVELOPE, ordinary, long	30 pcs.	30 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
25	PLASTIC FASTENER, 50's, 7cm	2 box	2 box	
26	RECORD BOOK, 300 pages	5 pcs.	5 pcs.	
27	STAPLE WIRE No.35, Standard	3 box	3 box	
28	STAPLER w/ built-in wire remover, heavy duty, standard, #35	1 pc.	1 pc.	
29	SCISSOR, heavy duty, big	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
30	TAPE DISPENSER	1 pc.	1 pc.	
31	TISSUE, 3 ply, 150 pulls, 12 rolls/pack	4 pack	4 pack	
32	TRANSPARENT TAPE, width 1 inch, length 200m	5 pcs.	5 pcs.	
33	TRANSPARENT TAPE, width 2 inch, length 200m	5 pcs.	5 pcs.	
34	WHITE FOLDER, long	35 pcs.	35 pcs.	

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 (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ADHESIVE TAPE, 24mmx45m, transparent	15 roll	15 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ALCOHOL, isopropyl, 500ml, flip cap bottle	8 bottle	8 bottle	
3	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	25 piece	25 piece	
4	BOND PAPER, substance 20, A4	40 ream	40 ream	
5	BOND PAPER, substance 20, long	20 ream	20 ream	
6	BROTHER INK, black, BTD60BK, 108ml	3 bottle	3 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CORRECTION TAPE, size: 5mmx10mm, 10 meters long	20 piece	20 piece	
8	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm	10 piece	10 piece	
9	EPSON INK #003, black	4 bottle	4 bottle	
10	EPSON INK #003, cyan	2 bottle	2 bottle	
11	EPSON INK #003, magenta	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EPSON INK #003, yellow	2 bottle	2 bottle	
13	PENCIL with eraser, 12's	1 box	1 box	
14	RIBBON CART, EPSON (#8750) black	10 piece	10 piece	
15	TOILET TISSUE PAPER, 2-ply, ultra soft	36 roll	36 roll	
16	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 5 – Office Supplies (Assessor)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	PAPER, multi-purpose, A4, 70gsm	10 reams	10 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ISOPROPYL ALCOHOL, 70% solution, 500ml	10 bottles	10 bottles	
3	BOND PAPER, ultra white, subs 20/70gsm, letter	6 reams	6 reams	
4	GLUE, 200grams	2 pieces	2 pieces	
5	SUPER FINE BALLPEN #1423, 0.5, black, 12per box	2 boxes	2 boxes	
6	PAPER CLIP, vinyl coated clips small (33mm), 50grams	10 boxes	10 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
7	WATER BASED ESSENTIAL OIL for humidifier (fresh bamboo), 1 liter	1 bottle	1 bottle	
8	TOILET CLEANER ultra thick liquid bleach classic, 500ml	7 pieces	7 pieces	
9	MY-GEL SIGN PEN, black, 0.5mm	2 boxes	2 boxes	
10	DETERGENT POWDER, 1kg	3 packs	3 packs	
11	EPSON INK 003, black	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EPSON INK 003, yellow	2 bottles	2 bottles	
13	EPSON INK 003, magenta	2 bottles	2 bottles	
14	EPSON INK 003, cyan	2 bottles	2 bottles	
15	LED BULB (EB118DL) 18 watts	5 pieces	5 pieces	
16	DISHWASHING LIQUID, 1 liter, (calamansi)	2 bottles	2 bottles	
17	MURIATIC ACID concentrated, 1000ml	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
18	DTR No. 48	5 pads	5 pads	
19	PLASTIC ENVELOP with handle	4 pieces	4 pieces	
20	RECORD BOOK junior, 500P, blue	2 pieces	2 pieces	
21	BOND PAPER, ultra white, subs 20/70 gsm, legal	6 reams	6 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
22	BINDER CLIP, 1"	5 boxes	5 boxes	
23	BATHROOM TISSUE PAPER 2-plyx140 pulls (100% virgin pulp), 12 rolls	3 packs	3 packs	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
24	SCOTCH TAPE, 1", big	5 rolls	5 rolls	Within 30 working days upon supplier's receipt of Notice to Proceed
25	BROWN ENVELOP, short	10 dozens	10 dozens	
26	FABRIC CONDITIONER, antibacterial fresh day, 28ml	6 dozens	6 dozens	

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 6 – Office Supplies (Accounting)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, substance 20/70gsm, ultra white, A4	25 reams	25 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")	25 reams	25 reams	
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")	25 reams	25 reams	
4	STAPLER NO.35 with remover, heavy duty	4 pieces	4 pieces	
5	STICKY NOTE PAD, LxW: 2"x1.5", 5 assorted colors per pack, 100 sheets per color	10 packs	10 packs	
6	FOLDER, long (white, yellow, green) 100pcs per color	300 pieces	300 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
7	EXPANDABLE FOLDER, long, blue	1 dozen	1 dozen	
8	ARCHFILE FOLDER, long, 3' with hard cover & tagila lock (black, blue & red)	6 pieces	6 pieces	
9	FASTENER, plastic coated, 50pcs/box	4 boxes	4 boxes	
10	TONER CART, HP CE285A (HP85A), black	2 cart	2 cart	
11	EPSON INK 664, black	4 bottles	4 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EPSON INK 664, cyan	1 bottle	1 bottle	
13	EPSON INK 664, magenta	1 bottle	1 bottle	
14	EPSON INK 664, yellow	1 bottle	1 bottle	
15	BROTHER INK BTD60, black	4 bottles	4 bottles	
16	BROTHER INK BT5000, cyan	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
17	BROTHER INK BT5000, magenta	1 bottle	1 bottle	
18	BROTHER INK BT5000, yellow	1 bottle	1 bottle	
19	STAPLE WIRE NO.35	3 boxes	3 boxes	
20	BROWN ENVELOP, long	50 pieces	50 pieces	
21	ALCOHOL, isopropyl, 70% solution, 500ml	10 bottles	10 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
22	DETERGENT POWDER, 1kg	5 packs	5 packs	
23	PENCIL NO. 2, medium, 12pcs per box	2 boxes	2 boxes	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
24	FABRIC CONDITIONER, 1000ml, concentrated	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
25	ULTRA THICK BLEACH, 1 liter	2 liters	2 liters	
26	METAL FILE FRAME, black multi layers (3-tier) rack office desk organizer	1 piece	1 piece	
27	SCOTCH TAPE, 1"x24x24mm	10 pieces	10 pieces	
28	PACKAGING TAPE, 48mmx100m, clear	3 pieces	3 pieces	
29	TOILET TISSUE, 2ply, 12rolls/pack	3 packs	3 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
30	CORRECTION TAPE, 5mmx30m	10 pieces	10 pieces	
31	LOGBOOK, 300pages	5 pieces	5 pieces	
32	SCISSORS, multi purpose, heavy duty, stainless steel	2 pieces	2 pieces	
33	BATTERY, heavy duty, AA (4pcs/pack)	2 pack	2 pack	
34	BATTERY, heavy duty, AAA (4pcs/pack)	2 pack	2 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
35	TRASH BAG, large, 13x13x32, 10pcs/roll, good quality	10 rolls	10 rolls	
36	TRASH BAG, small, 9x9x20, 25pcs/roll, good quality	10 rolls	10 rolls	
37	EXTENSION WIRE SET, 3 gang, 4meters length, max. power 2,500watts	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 7 – Office Supplies (Agriculture)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, spray, 320ml	10 bottles	10 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	ALCOHOL, ethyl,70% solution, 500ml	20 bottles	20 bottles	
3	BALLPEN, black, .5mm	5 boxes	5 boxes	
4	BATTERY, AA, 2pcs/pack, super heavy duty	10 packs	10 packs	
5	BOND PAPER, hard copy, S-20 A4	20 reams	20 reams	
6	BOND PAPER, hard copy, long (8.5x13)	20 reams	20 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
7	BROOM, soft, tambo (thick)	3 pcs.	3 pcs.	
8	CALCULATOR, standard, 12 digits, heavy duty	1 pc.	1 pc.	
9	CERTIFICATE HOLDER, A4 size	30 pcs.	30 pcs.	
10	CLIP, back fold, 25mm	5 boxes	5 boxes	
11	CLIP, back fold, 32mm	5 boxes	5 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
12	CLIP, back fold, 50mm	5 boxes	5 boxes	
13	CORRECTION TAPE, good quality 5mmx8m	25 pcs.	25 pcs.	
14	DETERGENT POWDER, 1kg	1 pack	1 pack	
15	DOORMAT, cloth	10 pcs.	10 pcs.	
16	DOOR KNOB set, good quality	1 pc.	1 pc.	
17	ENVELOPE, plastic w/ holder, legal size	10 pcs.	10 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
18	ENVELOPE, brown, legal size	10 dozen	10 dozen	
19	ENVELOPE, plastic, legal size	6 dozen	6 dozen	
20	EPSON INK 001, black	20 bottles	20 bottles	
21	EPSON INK 001, Cyan	10 bottles	10 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
22	EPSON INK 001, Magenta	10 bottles	10 bottles	
23	EPSON INK 001, Yellow	10 bottles	10 bottles	
24	FLASHDRIVE, 32GB, OTG	10 pcs.	10 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
25	FABRIC CONDITIONER, 24-40ml/sachet	6 dozen	6 dozen	



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	FURNITURE CLEANER, aerosol type	3 cans	3 cans	
27	HIGHLIGHTER	10 pcs.	10 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
28	PERMANENT MARKER, broad, refillable (Black)	10 pcs.	10 pcs.	
29	PERMANENT MARKER, bullet type, refillable (Black)	10 pcs.	10 pcs.	
30	RECORD BOOK, 300 pages	10 pcs.	10 pcs.	
31	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black	20 pcs.	20 pcs.	
32	STAMP DATER, received, self inking stamp	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
33	DATE STAMP, self inking	1 pc.	1 pc.	
34	STAMP PAD INK, purple 120ml	2 bottles	2 bottles	
35	TOILET BOWL CLEANER, 1000ml	3 bottles	3 bottles	
36	STAMP PAD, felt	5 pcs.	5 pcs.	
37	TOILET TISSUE PAPER, good quality	42 pcs.	42 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
38	TAPE MASKING, 1"	10 rolls	10 rolls	
39	TAPE (Double sided) 1"	10 rolls	10 rolls	
40	RECHARGEABLE BATTERY, AA (4pcs/pack)	2 packs	2 packs	
41	PAPER CLIP, vinyl, plastic coated, 50mm	10 boxes	10 boxes	
42	CHARGER, compatible for AAA, and AA batteries	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
43	EXTENSION CORD WIRE, 10m, four gang flat cord, heavy duty	1 pc.	1 pc.	
44	WALL CLOCK, good quality	1 pc.	1 pc.	
45	NOTE PAD, stick on, 50mm x 76mm(2"x3")	10 pads	10 pads	
46	NOTE PAD, stick on, 76mm x 100mm(3"x4")	10 pads	10 pads	
47	STICKER PAPER, A4 size, 10sheets/pack	10 packs	10 packs	

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

\_\_\_\_\_  
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 8 – Office Supplies (PWD)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, 70% solution, isopropyl, 500ml	12 bottles	12 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	VELLUM BOARD, A4	20 packs	20 packs	
3	BOND PAPER, A4, subs.20, 70gsm	10 reams	10 reams	
4	TOILET TISSUE PAPER, 2ply, 100% recycled	2 bundles	2 bundles	
5	PENCIL #2	3 boxes	3 boxes	
6	BINDER CLIP 1"	5 boxes	5 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
7	BINDER CLIP ¾	5 boxes	5 boxes	
8	PUNCHER, heavy duty	1 piece	1 piece	
9	CALCULATOR, mx-125, 2-way power, 12 digits	4 pieces	4 pieces	
10	GEL PEN BLACK product code: BL-G2-5, type: roller ball pen, Ink: water-based gel tip: stainless steel, Ball Diameter: 0.5mm, Width of Stroke: 0.25mm, Weight: 10.6g, Color: black, Refill: BLS-G2-5	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
11	BALLPEN, black, FO-GELB08	25 pieces	25 pieces	

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 9 – Office Supplies (MSWDO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	SPECIAL BOARD PAPER, short 8.5x11	10 packs	10 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BOND PAPER, short 8.5x11, subs.20, 70gsm	5 reams	5 reams	
3	BOND PAPER, A4, 8 ¼ x11 ¾ , 70gsm	31 reams	31 reams	
4	CARTRIDGE for CANON G2020 and CANON G3020, 2pcs. each	4 cart	4 cart	
5	CANON INK, black, genuine ink	15 bottles	15 bottles	
6	EPSON INK, 003 black, genuine ink	15 bottles	15 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
7	HP INK TANK 315 cartridge, black	1 cart	1 cart	
8	HP INK TANK 315 cartridge, tricolor	1 cart	1 cart	
9	PAPER PUNCHER, 2 hole, heavy duty	2 pieces	2 pieces	
10	FULL STRIP METAL DESKTOP STAPLER 354411	2 pieces	2 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
11	CORRECTION TAPE, 5mmx10m	20 pieces	20 pieces	
12	PENCIL #2	2 boxes	2 boxes	
13	SCISSORS, heavy duty	5 pieces	5 pieces	
14	MAILING ENVELOPE	1 box	1 box	
15	FASTENER PLASTIC	10 boxes	10 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
16	BROAD PERMANENT MARKER, black	10 pieces	10 pieces	
17	FINE PERMANENT MARKER, black	10 pieces	10 pieces	
18	DOUBLE SIDED TAPE	50 pieces	50 pieces	
19	PRESSBOARD EXPANDED FOLDER, green	20 pieces	20 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
20	PRESSBOARD EXPANDED FOLDER, red	20 pieces	20 pieces	
21	PRESSBOARD EXPANDED FOLDER, yellow	20 pieces	20 pieces	

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 (OSCA)

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, 0.5 black, 12 per box	2 box	2 box	
3	BATTERY, dry cell, AA, 2pcs per pack	12 pack	12 pack	
4	BROOM, soft	2 pieces	2 pieces	
5	CALCULATOR, standard, 12 digits, heavy duty	1 unit	1 unit	
6	CLIP, backfold, 19mm, 12 box	13 boxes	13 boxes	Within 30 working days upon supplier's receipt of Notice to Proceed
7	CLIP, backfold, 2 inches, 12 box	12 boxes	12 boxes	
8	CORRECTION TAPE, good quality	12 pieces	12 pieces	
9	DETERGENT POWDER, all purpose, 1 kg	2 pouches	2 pouches	
10	DISINFECTANT SPRAY, aerosol, 400g (min)	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
11	DISHWASHING LIQUID	1 bottle	1 bottle	
12	FLASH DRIVE, 32GB capacity	1 piece	1 piece	
13	INK REFILL EPSON printer, black #003	1 bottle	1 bottle	
14	INK REFILL EPSON printer, cyan #003	1 bottle	1 bottle	
15	INK REFILL EPSON printer, yellow #003	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
16	INK REFILL EPSON printer, magenta #003	1 bottle	1 bottle	
17	NEON PAPER, assorted colors	2 reams	2 reams	
18	PAD PAPER, ruled	2 dozen	2 dozen	
19	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)	10 reams	10 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
20	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)	10 reams	10 reams	
21	PHOTOPAPER, A4, 230gsm, high glossy	2 pack	2 pack	
22	PLASTIC PAPER FASTENER	4 boxes	4 boxes	
23	RECORD BOOK, 300 pages	16 pieces	16 pieces	
24	RULER	12 pieces	12 pieces	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
25	SCISSORS, symmetrical/asymmetrical, medium size	2 pairs	2 pairs	Within 30 working days upon supplier's receipt of Notice to Proceed
26	STAMP PAD, felt	12 pieces	12 pieces	
27	STAMP PAD INK, 28ml, color violet	2 pieces	2 pieces	
28	STAPLER, big, standard type	1 piece	1 piece	
29	SIGN PEN GEL, black, 0.5mm	1 dozen	1 dozen	
30	SPECIALTY BOARD PAPER, short	6 packs	6 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
31	TAPE, transparent, 2 inches	5 rolls	5 rolls	
32	TISSUE PAPER, 2ply (12 per pack)	20 bundle	20 bundle	
33	TOILET BOWL CLEANER, scented, 1000ml	2 bottle	2 bottle	

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

\_\_\_\_\_  
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 11 – Office Supplies (MTO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, ethyl, 70% sol., 500ml	30 bottle	30 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BOND PAPER, hard copy, subs.20, legal	40 ream	40 ream	
3	BOND PAPER, hard copy, subs 20, A4	30 ream	30 ream	
4	BROTHER INK, BT60BK, genuine	2 bottle	2 bottle	
5	CLEANER, TOILET BOWL & URINAL, 100ml	3 bottle	3 bottle	
6	CORRECTION TAPE, good quality, 5mmx8mm	48 pieces	48 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
7	DETERGENT POWDER, all purpose, 1kg per plastic pouch	6 pouch	6 pouch	
8	FASTENER, plastic, 7cm, 50/box	6 box	6 box	
9	HEAVY DUTY SCOTCH TAPE, dispenser	4 pieces	4 pieces	
10	PAPER CLIP, large	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
11	SCOTCH TAPE, 1", big	12 piece	12 piece	
12	TRASH BAG, small, 15pcs per roll	12 roll	12 roll	
13	TRASH BAG, XL, 10pcs per roll	5 roll	5 roll	
14	TOILET TISSUE PAPER, 2ply sheet, 150pulls, 12 rolls in a pack	6 pack	6 pack	
15	TONER, INEO 165, genuine	1 cart	1 cart	

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 12 – Office Supplies (Tourism Program)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm	5 reams	5 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	BOND PAPER, multi-purpose, legal subs 24/80gsm	5 reams	5 reams	
3	BALLPEN, 1419, 0.5mm ballpoint, doodle fine, black, 25s tube	1 tube	1 tube	
4	GLUE GUN, heavy duty with 10pcs glue stick	1 piece	1 piece	
5	GENUINE EPSON INK 003, black	5 bottles	5 bottles	
6	GENUINE EPSON INK 003, cyan	5 bottles	5 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
7	GENUINE EPSON INK 003, yellow	5 bottles	5 bottles	
8	GENUINE EPSON INK 003, magenta	5 bottles	5 bottles	
9	WHITE GLUE, all purpose, 240g	2 jars	2 jars	
10	STAPLER with staple wire remover	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
11	STAPLE WIRE No. 35	5 boxes	5 boxes	
12	SCISSORS, heavy duty, big	2 piece	2 piece	
13	PUNCHER, big, 2 holes	1 piece	1 piece	
14	PUSHPINS, 100s	2 boxes	2 boxes	
15	CALCULATOR, heavy duty, 12 digits	1 piece	1 piece	
16	FASTENER, plastic, 7cm, 50s	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
17	EXPANDED FOLDER with tab, legal, green	50 pieces	50 pieces	
18	BINDER CLIP, 2"	5 boxes	5 boxes	
19	BINDER CLIP, 1"	5 boxes	5 boxes	
20	ROTATING MOP, heavy duty with extra mophead	1 piece	1 piece	
21	ALCOHOL, 70% Isopropyl, scented	2 gallon	2 gallon	Within 30 working days upon supplier's receipt of Notice to Proceed
22	FABRIC CONDITIONER, antibac	1 gallon	1 gallon	
23	DUSTPAN, heavy duty, metal	2 pieces	2 pieces	
24	SPECIAL BOARD PAPER, 280gsm, A4 x 10 pages	10 packs	10 packs	
25	STICKER, matte paper, 240gsm, A4 x 10 pages	10 packs	10 packs	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
26	RECORD BOOK, 500 pages	2 pieces	2 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed

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



# **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, 12mm x 10m	
4	BALLPEN,0.5mm ballpoint, doodle fine, black, 25s/tube	
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, 5mm x 8m	
15	DATA FILE BOX, legal (Magazine File Box)	
16	DETERGENT POWDER, 47-60grams/sachet	
17	DISHWASHING LIQUID, 1 Liter	
18	DISH DRAINER (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	FLASH DRIVE, 32GB	
25	MULTIPURPOSE GLASS CLEANER, 500ml	
26	GLUE, all purpose, 130grams	
27	INK CART, CANON CL-811, Colored	
28	INK CART, CANON CL-810, Black	
29	CANON INK, Yellow, 100ml	
30	CANON INK, Black, 100ml	
31	CANON INK, Magenta, 100ml	
32	CANON INK, Cyan, 100ml	
33	EPSON INK 003 Yellow, 100ml	
34	EPSON INK 003 Black, 100ml	
35	EPSON INK 003 Magenta, 100ml	
36	EPSON INK 003 Cyan, 100ml	
37	EPSON INK 664 Yellow, 100ml	
38	EPSON INK 664 Black, 100ml	
39	EPSON INK 664 Magenta, 100ml	

Item	Specification	Statement of Compliance
40	EPSON INK 664 Cyan, 100ml	
41	EXPANDED ENVELOPE	
42	EXPANDED FOLDER, legal	
43	EXTENSION WIRE, heavy duty, 10meters, 4gang	
44	INSECTICIDE, aerosol type, 500ml	
45	COMPUTER KEYBOARD	
46	LIQUID HAND SANITIZER, 500ml	
47	MARKER, permanent, black, bullet type, refillable	
48	MOUSE, Optical USB connection type	
49	MOP with steel Handle	
50	MULTI INSECT SPRAY, Odorless, 500ml	
51	MURIATIC ACID, 1000ml	
52	NEON PAPER, assorted color	
53	NOTE PAD, stick on, 76mm x 100mm (3"x4")	
54	PAPER CLIP, vinyl/plastic coated, 50mm	
55	PAPER, MULTI-PURPOSE, A4, 70gsm	
56	PAPER, MULTI-PURPOSE, Legal, 70gsm	
57	PAPER FASTENER, plastic coated	
58	PENTEL PEN, Ink Refill	
59	PENCIL, lead, with eraser	
60	PHILIPPINE NATIONAL FLAG	
61	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	
62	SIGN PEN, 0.5mm needle tip, black	
63	STICKER PAPER, matte, A4	
64	SPECIALTY PAPER, 80gsm subs 40x10 pages	
65	PUNCHER, 2 holes (big)	
66	RECORD BOOK, 300pages, sizes:214mm x 278mm 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 3 layers	
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9 roll/pack	
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml	
77	TRASH BIN (big)	

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

## 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 2 – Office Supplies (SB)

Item	Specification	Statement of Compliance
1	ADAPTOR	
2	ADHESIVE TAPE, doubled sided tape, 24m	
3	ADHESIVE TAPE, doubled sided tape, 48m	
4	AIR FRESHENER, spray, 320ml, lemon scent	
5	ALCOHOL, 70% 500ml	
6	BALLPEN, 0,5 ballpoint, smooth, black, 12s	
7	BATTERY, rechargeable size AA (2pcs. per pack) 1.5 volts, 3,000mah	
8	BATTERY, rechargeable size AAA (2pcs. per pack)	
9	BROWN ENVELOPE, long ordinary (legal size)	
10	DETERGENT POWDER, all purpose, 1kg	
11	DISHWASHING LIQUID, antibac, 1 liter	
12	DISINFECTANT SPRAY, aerosol, 400g (min)	
13	EXTENSION WIRE, heavy duty 10m, 4 gang	
14	FABRIC CONDITIONER, antibac, 25ml sachet	
15	FACE MASK, disposable, 3 ply with earloop, 50's, black	
16	INSECTICIDE, aerosol spray, 500ml	
17	LIQUID HAND SANITIZER, 500ml	
18	MAILING ENVELOPE, white, long #10	
19	MARKER, permanent, felt tip, bullet type, black	
20	MULTI GLASS CLEANER spray, 500ml	
21	PAPER, MULTICOPY, 80gsm (A4 size)	
22	PAPER, MULTICOPY, 80gsm (legal size)	
23	PAPER, MULTICOPY, 80gsm (letter size)	
24	PENCIL, lead with Eraser No.2	
25	PHOTO PAPER, glossy, A4 size, 10 sheets per pack	
26	SCISSOR, symmetrical/asymmetrical	
27	SIGN PEN, black	
28	STAPLER, standard type	
29	TAPE, TRANSPARENT 24m	
30	TAPE, TRANSPARENT 48m	
31	TOILET BOWL CLEANER	
32	TOILET TISSUE PAPER, 2 ply, 100% recycled	
33	TRASH BAG, size XL	
34	UNIVERSAL INK, for Printer (Black)	
35	VELLUM BOARD, long white, 10 sheets per pack	
36	VELLUM BOARD, A4 white, 10 sheets per pack	
37	WASTE BASKET, non-rigid plastic	

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

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

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

\_\_\_\_\_  
Date

## 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 3 – Office Supplies (MENRO)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, glade type, lemon 320ml	
2	ALCOHOL, Ethyl 70% 500 ml	
3	BROWN ENVELOPE, ordinary, long	
4	BOND PAPER, multi-purpose, A4 sub 20/70 gsm	
5	BOND PAPER, Multi-purpose, Legal sub 20/70 gsm	
6	COLORED STICKY NOTE 100 sheets, 3 inches	
7	CORRECTION TAPE, 5mmx10m	
8	DETERGENT POWDER, 65g per sachet, sun fresh	
9	DISHWASHING PASTE w/ sponge, 200g, lemon scent	
10	DOUBLE-SIDED TAPE, 3cmx5m	
11	DTR, Prescribed CSC form No.48, 5 pads per booklet	
12	EXPANDED FOLDER, color green, long	
13	FABRIC CONDITIONER, antibac w/ safeguard 24ml	
14	FACEMASKS, disposable 3 ply with earloop 50's, black	
15	GARBAGE BAG size 13"x13"x32" (large, 100 pcs/pack, black)	
16	GENUINE EPSON INK Code: 003, Black	
17	GENUINE EPSON INK Code: 003, Cyan	
18	GENUINE EPSON INK Code: 003, Magenta	
19	GENUINE EPSON INK Code: 003, Yellow	
20	GLOVES, ordinary, cotton	
21	GLUE, all purpose, 130 grams	
22	HIGHLIGHTER, neon green	
23	INK REFILL PERMANENT MARKER, black	
24	PLASTIC ENVELOPE, ordinary, long	
25	PLASTIC FASTENER, 50's, 7cm	
26	RECORD BOOK, 300 pages	
27	STAPLE WIRE No.35, Standard	
28	STAPLER w/ built-in wire remover, heavy duty, standard, #35	
29	SCISSOR, heavy duty, big	
30	TAPE DISPENSER	
31	TISSUE, 3 ply, 150 pulls, 12 rolls/pack	
32	TRANSPARENT TAPE, width 1 inch, length 200m	
33	TRANSPARENT TAPE, width 2 inch, length 200m	
34	WHITE FOLDER, long	

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

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

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

\_\_\_\_\_  
Date

## 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 4 – Office Supplies (MCR)

Item	Specification	Statement of Compliance
1	ADHESIVE TAPE, 24mmx45m, transparent	
2	ALCOHOL, isopropyl, 500ml, flip cap bottle	
3	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	
4	BOND PAPER, substance 20, A4	
5	BOND PAPER, substance 20, long	
6	BROTHER INK, black, BTD60BK, 108ml	
7	CORRECTION TAPE, size: 5mmx10mm, 10 meters long	
8	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm	
9	EPSON INK #003, black	
10	EPSON INK #003, cyan	
11	EPSON INK #003, magenta	
12	EPSON INK #003, yellow	
13	PENCIL with eraser, 12's	
14	RIBBON CART, EPSON (#8750) black	
15	TOILET TISSUE PAPER, 2-ply, ultra soft	
16	TONER CARTRIDGE INEO 64	

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 5 – Office Supplies (Assessor)

Item	Specification	Statement of Compliance
1	PAPER, multi-purpose, A4, 70gsm	
2	ISOPROPYL ALCOHOL, 70% solution, 500ml	
3	BOND PAPER, ultra white, subs 20/70gsm, letter	
4	GLUE, 200grams	
5	SUPER FINE BALLPEN #1423, 0.5, black, 12per box	
6	PAPER CLIP, vinyl coated clips small (33mm), 50grams	
7	WATER BASED ESSENTAIL OIL for humidifier (fresh bamboo), 1 liter	
8	TOILET CLEANER ultra thick liquid bleach classic, 500ml	
9	MY-GEL SIGN PEN, black, 0.5mm	
10	DETERGENT POWDER, 1kg	
11	EPSON INK 003, black	
12	EPSON INK 003, yellow	
13	EPSON INK 003, magenta	
14	EPSON INK 003, cyan	
15	LED BULB (EBI118DL) 18 watts	
16	DISHWASHING LIQUID, 1 liter, (calamansi)	
17	MURIATIC ACID concentrated, 1000ml	
18	DTR No. 48	
19	PLASTIC ENVELOP with handle	
20	RECORD BOOK junior, 500P, blue	
21	BOND PAPER, ultra white, subs 20/70 gsm, legal	
22	BINDER CLIP, 1"	
23	BATHROOM TISSUE PAPER 2-plyx140 pulls (100% virgin pulp), 12 rolls	
24	SCOTCH TAPE, 1", big	
25	BROWN ENVELOP, short	
26	FABRIC CONDITIONER, antibacterial fresh day, 28ml	

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

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

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

\_\_\_\_\_  
Date



## 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 6 – 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	STAPLER NO.35 with remover, heavy duty	
5	STICKY NOTE PAD, LxW: 2"x1.5", 5 assorted colors per pack, 100 sheets per color	
6	FOLDER, long (white, yellow, green) 100pcs per color	
7	EXPANDABLE FOLDER, long, blue	
8	ARCHFILE FOLDER, long, 3' with hard cover & tagila lock (black, blue & red)	
9	FASTENER, plastic coated, 50pcs/box	
10	TONER CART, HP CE285A (HP85A), black	
11	EPSON INK 664, black	
12	EPSON INK 664, cyan	
13	EPSON INK 664, magenta	
14	EPSON INK 664, yellow	
15	BROTHER INK BTD60, black	
16	BROTHER INK BT5000, cyan	
17	BROTHER INK BT5000, magenta	
18	BROTHER INK BT5000, yellow	
19	STAPLE WIRE NO.35	
20	BROWN ENVELOP, long	
21	ALCOHOL, isopropyl, 70% solution, 500ml	
22	DETERGENT POWDER, 1kg	
23	PENCIL NO. 2, medium, 12pcs per box	
24	FABRIC CONDITIONER, 1000ml, concentrated	
25	ULTRA THICK BLEACH, 1 liter	
26	METAL FILE FRAME, black multi layers (3-tier) rack office desk organizer	
27	SCOTCH TAPE, 1"x24x24mm	
28	PACKAGING TAPE, 48mmx100m, clear	
29	TOILET TISSUE, 2ply, 12rolls/pack	
30	CORRECTION TAPE, 5mmx30m	
31	LOGBOOK, 300pages	
32	SCISSORS, multi purpose, heavy duty, stainless steel	
33	BATTERY, heavy duty, AA (4pcs/pack)	
34	BATTERY, heavy duty, AAA (4pcs/pack)	

Item	Specification	Statement of Compliance
35	TRASH BAG, large, 13x13x32, 10pcs/roll, good quality	
36	TRASH BAG, small, 9x9x20, 25pcs/roll, good quality	
37	EXTENSION WIRE SET, 3 gang, 4meters length, max. power 2,500watts	

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

\_\_\_\_\_  
Name of Company/Bidder                      Signature over printed name                      Date

## 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 7 – Office Supplies (Agriculture)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, spray, 320ml	
2	ALCOHOL, ethyl,70% solution, 500ml	
3	BALLPEN, black, .5mm	
4	BATTERY, AA, 2pcs/pack, super heavy duty	
5	BOND PAPER, hard copy, S-20 A4	
6	BOND PAPER, hard copy, long (8.5x13)	
7	BROOM, soft, tambo (thick)	
8	CALCULATOR, standard, 12 digits, heavy duty	
9	CERTIFICATE HOLDER, A4 size	
10	CLIP, back fold, 25mm	
11	CLIP, back fold, 32mm	
12	CLIP, back fold, 50mm	
13	CORRECTION TAPE, good quality 5mmx8m	
14	DETERGENT POWDER, 1kg	
15	DOORMAT, cloth	
16	DOOR KNOB set, good quality	
17	ENVELOPE, plastic w/ holder, legal size	
18	ENVELOPE, brown, legal size	
19	ENVELOPE, plastic, legal size	
20	EPSON INK 001, black	
21	EPSON INK 001, Cyan	
22	EPSON INK 001, Magenta	
23	EPSON INK 001, Yellow	
24	FLASHDRIVE, 32GB, OTG	
25	FABRIC CONDITIONER, 24-40ml/sachet	
26	FURNITURE CLEANER, aerosol type	
27	HIGHLIGHTER	
28	PERMANENT MARKER, broad, refillable (Black)	
29	PERMANENT MARKER, bullet type, refillable (Black)	
30	RECORD BOOK, 300 pages	
31	SIGN PEN, liquid/gel ink,0.5mm needle tip, black	
32	STAMP DATER, received, self inking stamp	
33	DATE STAMP, self inking	
34	STAMP PAD INK, purple 120ml	
35	TOILET BOWL CLEANER, 1000ml	
36	STAMP PAD, felt	
37	TOILET TISSUE PAPER, good quality	
38	TAPE MASKING, 1"	
39	TAPE (Double sided)1"	

Item	Specification	Statement of Compliance
40	RECHARGEABLE BATTERY, AA (4pcs/pack)	
41	PAPER CLIP, vinyl, plastic coated, 50mm	
42	CHARGER, compatible for AAA, and AA batteries	
43	EXTENSION CORD WIRE, 10m, four gang flat cord, heavy duty	
44	WALL CLOCK, good quality	
45	NOTE PAD, stick on, 50mm x 76mm(2"x3")	
46	NOTE PAD, stick on, 76mm x 100mm(3"x4")	
47	STICKER PAPER, A4 size, 10sheets/pack	

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

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

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

\_\_\_\_\_  
Date

## 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 8 – Office Supplies (PWD)

Item	Specification	Statement of Compliance
1	ALCOHOL, 70% solution, isopropyl, 500ml	
2	VELLUM BOARD, A4	
3	BOND PAPER, A4, subs.20, 70gsm	
4	TOILET TISSUE PAPER, 2ply, 100% recycled	
5	PENCIL #2	
6	BINDER CLIP 1"	
7	BINDER CLIP ¾	
8	PUNCHER, heavy duty	
9	CALCULATOR, mx-125, 2-way power, 12 digits	
10	GEL PEN BLACK product code: BL-G2-5, type: roller ball pen, Ink: water-based gel tip: stainless steel, Ball Diameter: 0.5mm, Width of Stroke: 0.25mm, Weight: 10.6g, Color: black, Refill: BLS-G2-5	
11	BALLPEN, black, FO-GELB08	

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

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

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

\_\_\_\_\_  
Date

## 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 9 – Office Supplies (MSWDO)

Item	Specification	Statement of Compliance
1	SPECIAL BOARD PAPER, short 8.5x11	
2	BOND PAPER, short 8.5x11, subs.20, 70gsm	
3	BOND PAPER, A4, 8 ¼ x11 ¾ , 70gsm	
4	CARTRIDGE for CANON G2020 and CANON G3020, 2pcs. each	
5	CANON INK, black, genuine ink	
6	EPSON INK, 003 black, genuine ink	
7	HP INK TANK 315 cartridge, black	
8	HP INK TANK 315 cartridge, tricolor	
9	PAPER PUNCHER, 2 hole, heavy duty	
10	FULL STRIP METAL DESKTOP STAPLER 354411	
11	CORRECTION TAPE, 5mmx10m	
12	PENCIL #2	
13	SCISSORS, heavy duty	
14	MAILING ENVELOPE	
15	FASTENER PLASTIC	
16	BROAD PERMANENT MARKER, black	
17	FINE PERMANENT MARKER, black	
18	DOUBLE SIDED TAPE	
19	PRESSBOARD EXPANDED FOLDER, green	
20	PRESSBOARD EXPANDED FOLDER, red	
21	PRESSBOARD EXPANDED FOLDER, yellow	

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

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

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

\_\_\_\_\_  
Date

## 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 10 – Office Supplies (OSCA)

Item	Specification	Statement of Compliance
1	ALCOHOL, ethyl, scented, 500ml	
2	SUPER FINE BALLPEN #1423, 0.5 black, 12 per box	
3	BATTERY, dry cell, AA, 2pcs per pack	
4	BROOM, soft	
5	CALCULATOR, standard, 12 digits, heavy duty	
6	CLIP, backfold, 19mm, 12 box	
7	CLIP, backfold, 2 inches, 12 box	
8	CORRECTION TAPE, good quality	
9	DETERGENT POWDER, all purpose, 1 kg	
10	DISINFECTANT SPRAY, aerosol, 400g (min)	
11	DISHWASHING LIQUID	
12	FLASH DRIVE, 32GB capacity	
13	INK REFILL EPSON printer, black #003	
14	INK REFILL EPSON printer, cyan #003	
15	INK REFILL EPSON printer, yellow #003	
16	INK REFILL EPSON printer, magenta #003	
17	NEON PAPER, assorted colors	
18	PAD PAPER, ruled	
19	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)	
20	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)	
21	PHOTOPAPER, A4, 230gsm, high glossy	
22	PLASTIC PAPER FASTENER	
23	RECORD BOOK, 300 pages	
24	RULER	
25	SCISSORS, symmetrical/asymmetrical, medium size	
26	STAMP PAD, felt	
27	STAMP PAD INK, 28ml, color violet	
28	STAPLER, big, standard type	
29	SIGN PEN GEL, black, 0.5mm	
30	SPECIALTY BOARD PAPER, short	
31	TAPE, transparent, 2 inches	
32	TISSUE PAPER, 2ply (12 per pack)	
33	TOILET BOWL CLEANER, scented, 1000ml	

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

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

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

\_\_\_\_\_  
Date

## 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 (MTO)

Item	Specification	Statement of Compliance
1	ALCOHOL, ethyl, 70% sol., 500ml	
2	BOND PAPER, hard copy, subs.20, legal	
3	BOND PAPER, hard copy, subs 20, A4	
4	BROTHER INK, BT60BK, genuine	
5	CLEANER, TOILET BOWL & URINAL, 100ml	
6	CORRECTION TAPE, good quality, 5mmx8mm	
7	DETERGENT POWDER, all purpose, 1kg per plastic pouch	
8	FASTENER, plastic, 7cm, 50/box	
9	HEAVY DUTY SCOTCH TAPE, dispenser	
10	PAPER CLIP, large	
11	SCOTCH TAPE, 1", big	
12	TRASH BAG, small, 15pcs per roll	
13	TRASH BAG, XL, 10pcs per roll	
14	TOILET TISSUE PAPER, 2ply sheet, 150pulls, 12 rolls in a pack	
15	TONER, INEO 165, genuine	

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

\_\_\_\_\_

Name of Company/Bidder
Signature over printed name
Date



## 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 12 – Office Supplies (Tourism Program)

Item	Specification	Statement of Compliance
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm	
2	BOND PAPER, multi-purpose, legal subs 24/80gsm	
3	BALLPEN, 1419, 0.5mm ballpoint, doodle fine, black, 25s tube	
4	GLUE GUN, heavy duty with 10pcs glue stick	
5	GENUINE EPSON INK 003, black	
6	GENUINE EPSON INK 003, cyan	
7	GENUINE EPSON INK 003, yellow	
8	GENUINE EPSON INK 003, magenta	
9	WHITE GLUE, all purpose, 240g	
10	STAPLER with staple wire remover	
11	STAPLE WIRE No. 35	
12	SCISSORS, heavy duty, big	
13	PUNCHER, big, 2 holes	
14	PUSHPINS, 100s	
15	CALCULATOR, heavy duty, 12 digits	
16	FASTENER, plastic, 7cm, 50s	
17	EXPANDED FOLDER with tab, legal, green	
18	BINDER CLIP, 2"	
19	BINDER CLIP, 1"	
20	ROTATING MOP, heavy duty with extra mophead	
21	ALCOHOL, 70% Isopropyl, scented	
22	FABRIC CONDITIONER, antibac	
23	DUSTPAN, heavy duty, metal	
24	SPECIAL BOARD PAPER, 280gsm, A4 x 10 pages	
25	STICKER, matte paper, 240gsm, A4 x 10 pages	
26	RECORD BOOK, 500 pages	

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

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

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

\_\_\_\_\_  
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. 2024-0019

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 1-12)* 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, 12mm x 10m		
4	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25s/tube		
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, 5mm x 8m		
15	DATA FILE BOX, legal (Magazine File Box)		
16	DETERGENT POWDER, 47-60grams/sachet		
17	DISHWASHING LIQUID, 1 Liter		
18	DISH DRAINER (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	FLASH DRIVE, 32GB		

Item	Item/Description	Unit Price	Total Amount
25	MULTIPURPOSE GLASS CLEANER, 500ml		
26	GLUE, all purpose, 130grams		
27	INK CART, CANON CL-811, Colored		
28	INK CART, CANON CL-810, Black		
29	CANON INK, Yellow, 100ml		
30	CANON INK, Black, 100ml		
31	CANON INK, Magenta, 100ml		
32	CANON INK, Cyan, 100ml		
33	EPSON INK 003 Yellow, 100ml		
34	EPSON INK 003 Black, 100ml		
35	EPSON INK 003 Magenta, 100ml		
36	EPSON INK 003 Cyan, 100ml		
37	EPSON INK 664 Yellow, 100ml		
38	EPSON INK 664 Black, 100ml		
39	EPSON INK 664 Magenta, 100ml		
40	EPSON INK 664 Cyan, 100ml		
41	EXPANDED ENVELOPE		
42	EXPANDED FOLDER, legal		
43	EXTENSION WIRE, heavy duty, 10meters, 4gang		
44	INSECTICIDE, aerosol type, 500ml		
45	COMPUTER KEYBOARD		
46	LIQUID HAND SANITIZER, 500ml		
47	MARKER, permanent, black, bullet type, refillable		
48	MOUSE, Optical USB connection type		
49	MOP with steel Handle		
50	MULTI INSECT SPRAY, Odorless, 500ml		
51	MURIATIC ACID, 1000ml		
52	NEON PAPER, assorted color		
53	NOTE PAD, stick on, 76mm x 100mm (3"x4")		
54	PAPER CLIP, vinyl/plastic coated, 50mm		
55	PAPER, MULTI-PURPOSE, A4, 70gsm		
56	PAPER, MULTI-PURPOSE, Legal, 70gsm		
57	PAPER FASTENER, plastic coated		
58	PENTEL PEN, Ink Refill		
59	PENCIL, lead, with eraser		
60	PHILIPPINE NATIONAL FLAG		
61	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		
62	SIGN PEN, 0.5mm needle tip, black		
63	STICKER PAPER, matte, A4		
64	SPECIALTY PAPER, 80gsm subs 40x10 pages		
65	PUNCHER, 2 holes (big)		
66	RECORD BOOK, 300pages, sizes:214mm x 278mm min		
67	RULER, plastic 450mm		
68	SCISSORS, symmetrical medium size		
69	STAMP PAD, felt		
70	STAPLER, Standard		

Item	Item/Description	Unit Price	Total Amount
71	STAPLE WIRE, Standard		
72	TAPE DISPENSER		
73	TAPE, Transparent, 24mm		
74	TIERMISH document tray filling data rock 3 layers		
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9 roll/pack		
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml		
77	TRASH BIN (big)		

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

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(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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 2 – Office Supplies (SB)**

Item	Item/Description	Unit Price	Total Amount
1	ADAPTOR		
2	ADHESIVE TAPE, doubled sided tape, 24m		
3	ADHESIVE TAPE, doubled sided tape, 48m		
4	AIR FRESHENER, spray, 320ml, lemon scent		
5	ALCOHOL, 70% 500ml		
6	BALLPEN, 0,5 ballpoint, smooth, black, 12s		
7	BATTERY, rechargeable size AA (2pcs. per pack) 1.5 volts, 3,000mah		
8	BATTERY, rechargeable size AAA (2pcs. per pack)		
9	BROWN ENVELOPE, long ordinary (legal size)		
10	DETERGENT POWDER, all purpose, 1kg		
11	DISHWASHING LIQUID, antibac, 1 liter		
12	DISINFECTANT SPRAY, aerosol, 400g (min)		
13	EXTENSION WIRE, heavy duty 10m, 4 gang		
14	FABRIC CONDITIONER, antibac, 25ml sachet		
15	FACE MASK, disposable, 3 ply with earloop, 50's, black		
16	INSECTICIDE, aerosol spray, 500ml		
17	LIQUID HAND SANITIZER, 500ml		
18	MAILING ENVELOPE, white, long #10		
19	MARKER, permanent, felt tip, bullet type, black		
20	MULTI GLASS CLEANER spray, 500ml		
21	PAPER, MULTICOPY, 80gsm (A4 size)		
22	PAPER, MULTICOPY, 80gsm (legal size)		

Item	Item/Description	Unit Price	Total Amount
23	PAPER, MULTICOPY, 80gsm (letter size)		
24	PENCIL, lead with Eraser No.2		
25	PHOTO PAPER, glossy, A4 size, 10 sheets per pack		
26	SCISSOR, symmetrical/asymmetrical		
27	SIGN PEN, black		
28	STAPLER, standard type		
29	TAPE, TRANSPARENT 24m		
30	TAPE, TRANSPARENT 48m		
31	TOILET BOWL CLEANER		
32	TOILET TISSUE PAPER, 2 ply, 100% recycled		
33	TRASH BAG, size XL		
34	UNIVERSAL INK, for Printer (Black)		
35	VELLUM BOARD, long white, 10 sheets per pack		
36	VELLUM BOARD, A4 white, 10 sheets per pack		
37	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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 3 – Office Supplies (MENRO)**

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, glade type, lemon 320ml		
2	ALCOHOL, Ethyl 70% 500 ml		
3	BROWN ENVELOPE, ordinary, long		
4	BOND PAPER, multi-purpose, A4 sub 20/70 gsm		
5	BOND PAPER, Multi-purpose, Legal sub 20/70 gsm		
6	COLORED STICKY NOTE 100 sheets, 3 inches		
7	CORRECTION TAPE, 5mmx10m		
8	DETERGENT POWDER, 65g per sachet, sun fresh		
9	DISHWASHING PASTE w/ sponge, 200g, lemon scent		
10	DOUBLE-SIDED TAPE, 3cmx5m		
11	DTR, Prescribed CSC form No.48, 5 pads per booklet		
12	EXPANDED FOLDER, color green, long		
13	FABRIC CONDITIONER, antibac w/ safeguard 24ml		
14	FACEMASKS, disposable 3 ply with earloop 50's, black		
15	GARBAGE BAG size 13"x13"x32" (large, 100 pcs/pack, black)		
16	GENUINE EPSON INK Code: 003, Black		
17	GENUINE EPSON INK Code: 003, Cyan		
18	GENUINE EPSON INK Code: 003, Magenta		

Item	Item/Description	Unit Price	Total Amount
19	GENUINE EPSON INK Code: 003, Yellow		
20	GLOVES, ordinary, cotton		
21	GLUE, all purpose, 130 grams		
22	HIGHLIGHTER, neon green		
23	INK REFILL PERMANENT MARKER, black		
24	PLASTIC ENVELOPE, ordinary, long		
25	PLASTIC FASTENER, 50's, 7cm		
26	RECORD BOOK, 300 pages		
27	STAPLE WIRE No.35, Standard		
28	STAPLER w/ built-in wire remover, heavy duty, standard, #35		
29	SCISSOR, heavy duty, big		
30	TAPE DISPENSER		
31	TISSUE, 3 ply, 150 pulls, 12 rolls/pack		
32	TRANSPARENT TAPE, width 1 inch, length 200m		
33	TRANSPARENT TAPE, width 2 inch, length 200m		
34	WHITE FOLDER, long		

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

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

If our Bid is accepted, we undertake:

- d. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- e. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- f. 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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 4 – Office Supplies (MCR)**

Item	Item/Description	Unit Price	Total Amount
1	ADHESIVE TAPE, 24mmx45m, transparent		
2	ALCOHOL, isopropyl, 500ml, flip cap bottle		
3	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"		
4	BOND PAPER, substance 20, A4		
5	BOND PAPER, substance 20, long		
6	BROTHER INK, black, BTD60BK, 108ml		
7	CORRECTION TAPE, size: 5mmx10mm, 10 meters long		
8	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm		
9	EPSON INK #003, black		
10	EPSON INK #003, cyan		
11	EPSON INK #003, magenta		
12	EPSON INK #003, yellow		
13	PENCIL with eraser, 12's		
14	RIBBON CART, EPSON (#8750) black		
15	TOILET TISSUE PAPER, 2-ply, ultra soft		
16	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 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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 5 – Office Supplies (Assessor)**

Item	Item/Description	Unit Price	Total Amount
1	PAPER, multi-purpose, A4, 70gsm		
2	ISOPROPYL ALCOHOL, 70% solution, 500ml		
3	BOND PAPER, ultra white, subs 20/70gsm, letter		
4	GLUE, 200grams		
5	SUPER FINE BALLPEN #1423, 0.5, black, 12per box		
6	PAPER CLIP, vinyl coated clips small (33mm), 50grams		
7	WATER BASED ESSENTAIL OIL for humidifier (fresh bamboo), 1 liter		
8	TOILET CLEANER ultra thick liquid bleach classic, 500ml		
9	MY-GEL SIGN PEN, black, 0.5mm		
10	DETERGENT POWDER, 1kg		
11	EPSON INK 003, black		
12	EPSON INK 003, yellow		
13	EPSON INK 003, magenta		
14	EPSON INK 003, cyan		
15	LED BULB (EBI118DL) 18 watts		
16	DISHWASHING LIQUID, 1 liter, (calamansi)		
17	MURIATIC ACID concentrated, 1000ml		
18	DTR No. 48		
19	PLASTIC ENVELOP with handle		
20	RECORD BOOK junior, 500P, blue		

Item	Item/Description	Unit Price	Total Amount
21	BOND PAPER, ultra white, subs 20/70 gsm, legal		
22	BINDER CLIP, 1"		
23	BATHROOM TISSUE PAPER 2-plyx140 pulls (100% virgin pulp), 12 rolls		
24	SCOTCH TAPE, 1", big		
25	BROWN ENVELOP, short		
26	FABRIC CONDITIONER, antibacterial fresh day, 28ml		

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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 6 – 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	STAPLER NO.35 with remover, heavy duty		
5	STICKY NOTE PAD, LxW: 2"x1.5", 5 assorted colors per pack, 100 sheets per color		
6	FOLDER, long (white, yellow, green) 100pcs per color		
7	EXPANDABLE FOLDER, long, blue		
8	ARCHFILE FOLDER, long, 3' with hard cover & tagila lock (black, blue & red)		
9	FASTENER, plastic coated, 50pcs/box		
10	TONER CART, HP CE285A (HP85A), black		
11	EPSON INK 664, black		
12	EPSON INK 664, cyan		
13	EPSON INK 664, magenta		
14	EPSON INK 664, yellow		
15	BROTHER INK BTD60, black		
16	BROTHER INK BT5000, cyan		
17	BROTHER INK BT5000, magenta		
18	BROTHER INK BT5000, yellow		
19	STAPLE WIRE NO.35		

Item	Item/Description	Unit Price	Total Amount
20	BROWN ENVELOP, long		
21	ALCOHOL, isopropyl, 70% solution, 500ml		
22	DETERGENT POWDER, 1kg		
23	PENCIL NO. 2, medium, 12pcs per box		
24	FABRIC CONDITIONER, 1000ml, concentrated		
25	ULTRA THICK BLEACH, 1 liter		
26	METAL FILE FRAME, black multi layers (3-tier) rack office desk organizer		
27	SCOTCH TAPE, 1"x24x24mm		
28	PACKAGING TAPE, 48mmx100m, clear		
29	TOILET TISSUE, 2ply, 12rolls/pack		
30	CORRECTION TAPE, 5mmx30m		
31	LOGBOOK, 300pages		
32	SCISSORS, multi purpose, heavy duty, stainless steel		
33	BATTERY, heavy duty, AA (4pcs/pack)		
34	BATTERY, heavy duty, AAA (4pcs/pack)		
35	TRASH BAG, large, 13x13x32, 10pcs/roll, good quality		
36	TRASH BAG, small, 9x9x20, 25pcs/roll, good quality		
37	EXTENSION WIRE SET, 3 gang, 4meters length, max. power 2,500watts		

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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

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

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, spray, 320ml		
2	ALCOHOL, ethyl, 70% solution, 500ml		
3	BALLPEN, black, .5mm		
4	BATTERY, AA, 2pcs/pack, super heavy duty		
5	BOND PAPER, hard copy, S-20 A4		
6	BOND PAPER, hard copy, long (8.5x13)		
7	BROOM, soft, tambo (thick)		
8	CALCULATOR, standard, 12 digits, heavy duty		
9	CERTIFICATE HOLDER, A4 size		
10	CLIP, back fold, 25mm		
11	CLIP, back fold, 32mm		
12	CLIP, back fold, 50mm		
13	CORRECTION TAPE, good quality 5mmx8m		
14	DETERGENT POWDER, 1kg		
15	DOORMAT, cloth		
16	DOOR KNOB set, good quality		
17	ENVELOPE, plastic w/ holder, legal size		
18	ENVELOPE, brown, legal size		
19	ENVELOPE, plastic, legal size		
20	EPSON INK 001, black		
21	EPSON INK 001, Cyan		
22	EPSON INK 001, Magenta		
23	EPSON INK 001, Yellow		
24	FLASHDRIVE, 32GB, OTG		
25	FABRIC CONDITIONER, 24-40ml/sachet		

Item	Item/Description	Unit Price	Total Amount
26	FURNITURE CLEANER, aerosol type		
27	HIGHLIGHTER		
28	PERMANENT MARKER, broad, refillable (Black)		
29	PERMANENT MARKER, bullet type, refillable (Black)		
30	RECORD BOOK, 300 pages		
31	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black		
32	STAMP DATER, received, self inking stamp		
33	DATE STAMP, self inking		
34	STAMP PAD INK, purple 120ml		
35	TOILET BOWL CLEANER, 1000ml		
36	STAMP PAD, felt		
37	TOILET TISSUE PAPER, good quality		
38	TAPE MASKING, 1"		
39	TAPE (Double sided) 1"		
40	RECHARGEABLE BATTERY, AA (4pcs/pack)		
41	PAPER CLIP, vinyl, plastic coated, 50mm		
42	CHARGER, compatible for AAA, and AA batteries		
43	EXTENSION CORD WIRE, 10m, four gang flat cord, heavy duty		
44	WALL CLOCK, good quality		
45	NOTE PAD, stick on, 50mm x 76mm (2"x3")		
46	NOTE PAD, stick on, 76mm x 100mm (3"x4")		
47	STICKER PAPER, A4 size, 10sheets/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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 8 – Office Supplies (PWD)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, 70% solution, isopropyl, 500ml		
2	VELLUM BOARD, A4		
3	BOND PAPER, A4, subs.20, 70gsm		
4	TOILET TISSUE PAPER, 2ply, 100% recycled		
5	PENCIL #2		
6	BINDER CLIP 1"		
7	BINDER CLIP ¾		
8	PUNCHER, heavy duty		
9	CALCULATOR, mx-125, 2-way power, 12 digits		
10	GEL PEN BLACK product code: BL-G2-5, type: roller ball pen, Ink: water-based gel tip: stainless steel, Ball Diameter: 0.5mm, Width of Stroke: 0.25mm, Weight: 10.6g, Color: black, Refill: BLS-G2-5		
11	BALLPEN, black, FO-GELB08		

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
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_____	_____	_____
_____	_____	_____
_____	_____	_____

(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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 9 – Office Supplies (MSWDO)**

Item	Item/Description	Unit Price	Total Amount
1	SPECIAL BOARD PAPER, short 8.5x11		
2	BOND PAPER, short 8.5x11, subs.20, 70gsm		
3	BOND PAPER, A4, 8 ¼ x11 ¾, 70gsm		
4	CARTRIDGE for CANON G2020 and CANON G3020, 2pcs. each		
5	CANON INK, black, genuine ink		
6	EPSON INK, 003 black, genuine ink		
7	HP INK TANK 315 cartridge, black		
8	HP INK TANK 315 cartridge, tricolor		
9	PAPER PUNCHER, 2 hole, heavy duty		
10	FULL STRIP METAL DESKTOP STAPLER 354411		
11	CORRECTION TAPE, 5mmx10m		
12	PENCIL #2		
13	SCISSORS, heavy duty		
14	MAILING ENVELOPE		
15	FASTENER PLASTIC		
16	BROAD PERMANENT MARKER, black		
17	FINE PERMANENT MARKER, black		
18	DOUBLE SIDED TAPE		
19	PRESSBOARD EXPANDED FOLDER, green		
20	PRESSBOARD EXPANDED FOLDER, red		
21	PRESSBOARD EXPANDED FOLDER, yellow		

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
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(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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 10 – Office Supplies (OSCA)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, ethyl, scented, 500ml		
2	SUPER FINE BALLPEN #1423, 0.5 black, 12 per box		
3	BATTERY, dry cell, AA, 2pcs per pack		
4	BROOM, soft		
5	CALCULATOR, standard, 12 digits, heavy duty		
6	CLIP, backfold, 19mm, 12 box		
7	CLIP, backfold, 2 inches, 12 box		
8	CORRECTION TAPE, good quality		
9	DETERGENT POWDER, all purpose, 1 kg		
10	DISINFECTANT SPRAY, aerosol, 400g (min)		
11	DISHWASHING LIQUID		
12	FLASH DRIVE, 32GB capacity		
13	INK REFILL EPSON printer, black #003		
14	INK REFILL EPSON printer, cyan #003		
15	INK REFILL EPSON printer, yellow #003		
16	INK REFILL EPSON printer, magenta #003		
17	NEON PAPER, assorted colors		
18	PAD PAPER, ruled		
19	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)		
20	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)		
21	PHOTOPAPER, A4, 230gsm, high glossy		
22	PLASTIC PAPER FASTENER		

Item	Item/Description	Unit Price	Total Amount
23	RECORD BOOK, 300 pages		
24	RULER		
25	SCISSORS, symmetrical/asymmetrical, medium size		
26	STAMP PAD, felt		
27	STAMP PAD INK, 28ml, color violet		
28	STAPLER, big, standard type		
29	SIGN PEN GEL, black, 0.5mm		
30	SPECIALTY BOARD PAPER, short		
31	TAPE, transparent, 2 inches		
32	TISSUE PAPER, 2ply (12 per pack)		
33	TOILET BOWL CLEANER, scented, 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 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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 11 – Office Supplies (MTO)**

Item	Item/Description	Unit Price	Total Amount
1	ALCOHOL, ethyl, 70% sol., 500ml		
2	BOND PAPER, hard copy, subs.20, legal		
3	BOND PAPER, hard copy, subs 20, A4		
4	BROTHER INK, BT60BK, genuine		
5	CLEANER, TOILET BOWL & URINAL, 100ml		
6	CORRECTION TAPE, good quality, 5mmx8mm		
7	DETERGENT POWDER, all purpose, 1kg per plastic pouch		
8	FASTENER, plastic, 7cm, 50/box		
9	HEAVY DUTY SCOTCH TAPE, dispenser		
10	PAPER CLIP, large		
11	SCOTCH TAPE, 1", big		
12	TRASH BAG, small, 15pcs per roll		
13	TRASH BAG, XL, 10pcs per roll		
14	TOILET TISSUE PAPER, 2ply sheet, 150pulls, 12 rolls in a pack		
15	TONER, INEO 165, genuine		

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
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(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. 2024-0019

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 1-12)* in conformity with the said Bidding Documents.

**Lot 12 – Office Supplies (Tourism Program)**

Item	Item/Description	Unit Price	Total Amount
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm		
2	BOND PAPER, multi-purpose, legal subs 24/80gsm		
3	BALLPEN, 1419, 0.5mm ballpoint, doodle fine, black, 25s tube		
4	GLUE GUN, heavy duty with 10pcs glue stick		
5	GENUINE EPSON INK 003, black		
6	GENUINE EPSON INK 003, cyan		
7	GENUINE EPSON INK 003, yellow		
8	GENUINE EPSON INK 003, magenta		
9	WHITE GLUE, all purpose, 240g		
10	STAPLER with staple wire remover		
11	STAPLE WIRE No. 35		
12	SCISSORS, heavy duty, big		
13	PUNCHER, big, 2 holes		
14	PUSHPINS, 100s		
15	CALCULATOR, heavy duty, 12 digits		
16	FASTENER, plastic, 7cm, 50s		
17	EXPANDED FOLDER with tab, legal, green		
18	BINDER CLIP, 2"		
19	BINDER CLIP, 1"		
20	ROTATING MOP, heavy duty with extra mophead		
21	ALCOHOL, 70% Isopropyl, scented		
22	FABRIC CONDITIONER, antibac		
23	DUSTPAN, heavy duty, metal		
24	SPECIAL BOARD PAPER, 280gsm, A4 x 10 pages		

Item	Item/Description	Unit Price	Total Amount
25	STICKER, matte paper, 240gsm, A4 x 10 pages		
26	RECORD BOOK, 500 pages		

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. 2024-0019 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 pcs.						
3	ADHESIVE TAPE, 12mm x 10m		8 roll						
4	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25s/tube		15 tube						
5	BATTERY, AAA, 2 pieces per pack		2 pack						
6	BATTERY, AA, 2 pieces per pack		2 pack						
7	BROOM, soft, tambo		10 pcs.						
8	BROOM, stick, ting-ting		20 pcs.						
9	CLEANER, toilet and urinal 1000ml		15 bottle						
10	CLEARBOOK, legal		5 pcs.						
11	CLIP, BACKFOLD, 25mm		5 box						
12	CLIP, BACKFOLD, 32mm		5 box						
13	CLIP, BACKFOLD, 50mm		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)
14	CORRECTION TAPE, good quality, 5mm x 8m		20 pcs.						
15	DATA FILE BOX, legal (Magazine File Box)		30 pcs.						
16	DETERGENT POWDER, 47-60grams/sachet		20 dozen						
17	DISHWASHING LIQUID, 1 Liter		15 bottle						
18	DISH DRAINER (two layered)		2 unit						
19	DOORMAT, cloth		10 pcs.						
20	DTR CSC Form No. 48		40 pad						
21	DUST PAN, non-rigid plastic		5 pcs.						
22	FABCON, antibac 33ml		144 sachet						
23	FOLDER with tab, legal		15 dozen						
24	FLASH DRIVE, 32GB		4 pcs						
25	MULTIPURPOSE GLASS CLEANER, 500ml		5 bottle						
26	GLUE, all purpose, 130grams		5 bottle						
27	INK CART, CANON CL-811, Colored		6 cart						
28	INK CART, CANON CL-810, Black		8 cart						
29	CANON INK, Yellow, 100ml		2 bottle						
30	CANON INK, Black, 100ml		4 bottle						
31	CANON INK, Magenta, 100ml		2 bottle						
32	CANON INK, Cyan, 100ml		2 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)
33	EPSON INK 003 Yellow, 100ml		8 bottle						
34	EPSON INK 003 Black, 100ml		8 bottle						
35	EPSON INK 003 Magenta, 100ml		8 bottle						
36	EPSON INK 003 Cyan, 100ml		8 bottle						
37	EPSON INK 664 Yellow, 100ml		4 bottle						
38	EPSON INK 664 Black, 100ml		4 bottle						
39	EPSON INK 664 Magenta, 100ml		4 bottle						
40	EPSON INK 664 Cyan, 100ml		4 bottle						
41	EXPANDED ENVELOPE		48 pcs.						
42	EXPANDED FOLDER, legal		48 pcs.						
43	EXTENSION WIRE, heavy duty, 10meters, 4gang		2 pcs.						
44	INSECTICIDE, aerosol type, 500ml		6 can						
45	COMPUTER KEYBOARD		3 pcs.						
46	LIQUID HAND SANITIZER, 500ml		3 bottle						
47	MARKER, permanent, black, bullet type, refillable		2 pcs.						
48	MOUSE, Optical USB connection type		2 unit						
49	MOP with steel Handle		2 pcs.						
50	MULTI INSECT SPRAY, Odorless, 500ml		8 bottle						
51	MURIATIC ACID, 1000ml		20 pcs.						
52	NEON PAPER, assorted color		3 ream						

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)
53	NOTE PAD, stick on, 76mm x 100mm (3"x4")		3 pad						
54	PAPER CLIP, vinyl/plastic coated, 50mm		15 box						
55	PAPER, MULTI-PURPOSE, A4, 70gsm		100 ream						
56	PAPER, MULTI-PURPOSE, Legal, 70gsm		50 ream						
57	PAPER FASTENER, plastic coated		15 box						
58	PENDEL PEN, Ink Refill		2 bottle						
59	PENCIL, lead, with eraser		4 box						
60	PHILIPPINE NATIONAL FLAG		8 pcs						
61	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		20 pcs						
62	SIGN PEN, 0.5mm needle tip, black		3 pcs						
63	STICKER PAPER, matte, A4		15 sheet						
64	SPECIALTY PAPER, 80gsm subs 40x10 pages		100 sheet						
65	PUNCHER, 2 holes (big)		2 pcs						
66	RECORD BOOK, 300pages, sizes:214mm x 278mm min		15 pcs						
67	RULER, plastic 450mm		3 pcs						
68	SCISSORS, symmetrical medium size		2 pair						
69	STAMP PAD, felt		2 pcs						
70	STAPLER, Standard		3 pcs						
71	STAPLE WIRE, Standard		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)
72	TAPE DISPENSER		2 pcs						
73	TAPE, Transparent, 24mm		18 roll						
74	TIERMISH document tray filling data rock 3 layers		6 pcs						
75	TOILET TISSUE PAPER, 2-ply, 100% recycled, 9 roll/pack		20 pack						
76	TOILET CLEANER, ultratic liquid bleach, classic 1000ml		10 bottle						
77	TRASH BIN (big)		2 pcs						

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. 2024-0019 Page \_\_\_\_ of \_\_\_\_

**Lot 2 – 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 pcs.						
2	ADHESIVE TAPE, doubled sided tape, 24m		9 roll						
3	ADHESIVE TAPE, doubled sided tape, 48m		10 roll						
4	AIR FRESHENER, spray, 320ml, lemon scent		8 can						
5	ALCOHOL, 70% 500ml		8 bottle						
6	BALLPEN, 0,5 ballpoint, smooth, black, 12s		20 box						
7	BATTERY, rechargeable size AA (2pcs. per pack) 1.5 volts, 3,000mah		27 pack						
8	BATTERY, rechargeable size AAA (2pcs. per pack)		1 pack						
9	BROWN ENVELOPE, long ordinary (legal size)		249 pcs.						
10	DETERGENT POWDER, all purpose, 1kg		3 pack						
11	DISHWASHING LIQUID, antibac, 1 liter		4 bottle						
12	DISINFECTANT SPRAY, aerosol, 400g (min)		6 can						
13	EXTENSION WIRE, heavy duty 10m, 4 gang		3 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)
14	FABRIC CONDITIONER, antibac, 25ml sachet		3 dozen						
15	FACE MASK, disposable, 3 ply with earloop, 50's, black		1 box						
16	INSECTICIDE, aerosol spray, 500ml		6 can						
17	LIQUID HAND SANITIZER, 500ml		2 bottle						
18	MAILING ENVELOPE, white, long #10		1 box						
19	MARKER, permanent, felt tip, bullet type, black		1 box						
20	MULTI GLASS CLEANER spray, 500ml		4 bottle						
21	PAPER, MULTICOPY, 80gsm (A4 size)		110 ream						
22	PAPER, MULTICOPY, 80gsm (legal size)		10 ream						
23	PAPER, MULTICOPY, 80gsm (letter size)		10 ream						
24	PENCIL, lead with Eraser No.2		10 box						
25	PHOTO PAPER, glossy, A4 size, 10 sheets per pack		4 pack						
26	SCISSOR, symmetrical/asymmetrical		2 pcs.						
27	SIGN PEN, black		150 pcs.						
28	STAPLER, standard type		1 pc.						
29	TAPE, TRANSPARENT 24m		12 roll						
30	TAPE, TRANSPARENT 48m		6 roll						
31	TOILET BOWL CLEANER		6 bottle						
32	TOILET TISSUE PAPER, 2 ply, 100% recycled		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)
33	TRASH BAG, size XL		3 roll						
34	UNIVERSAL INK, for Printer (Black)		40 bottle						
35	VELLUM BOARD, long white, 10 sheets per pack		6 pack						
36	VELLUM BOARD, A4 white, 10 sheets per pack		5 pack						
37	WASTE BASKET, non-rigid plastic		1 pc.						

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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 3 – 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 (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	AIR FRESHENER, glade type, lemon 320ml		2 can						
2	ALCOHOL, Ethyl 70% 500 ml		5 bottle						
3	BROWN ENVELOPE, ordinary, long		50 pcs.						
4	BOND PAPER, multi-purpose, A4 sub 20/70 gsm		20 ream						
5	BOND PAPER, Multi-purpose, Legal sub 20/70 gsm		5 ream						
6	COLORLED STICKY NOTE 100 sheets, 3 inches		5 pcs.						
7	CORRECTION TAPE, 5mmx10m		5 pcs.						
8	DETERGENT POWDER, 65g per sachet, sun fresh		3 dozen						
9	DISHWASHING PASTE w/ sponge, 200g, lemon scent		5 pcs.						
10	DOUBLE-SIDED TAPE, 3cmx5m		5 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)
11	DTR, Prescribed CSC form No.48, 5 pads per booklet		2 booklet						
12	EXPANDED FOLDER, color green, long		20 pcs.						
13	FABRIC CONDITIONER, antibac w/ safeguard 24ml		2 dozen						
14	FACE MASKS, disposable 3 ply with earloop 50's, black		10 box						
15	GARBAGE BAG size 13"x13"x32" (large, 100 pcs/pack, black)		10 pack						
16	GENUINE EPSON INK Code: 003, Black		10 bottle						
17	GENUINE EPSON INK Code: 003, Cyan		10 bottle						
18	GENUINE EPSON INK Code: 003, Magenta		10 bottle						
19	GENUINE EPSON INK Code: 003, Yellow		10 bottle						
20	GLOVES, ordinary, cotton		130 pair						
21	GLUE, all purpose, 130 grams		5 bottle						
22	HIGHLIGHTER, neon green		6 pcs.						
23	INK REFILL PERMANENT MARKER, black		1 pc.						
24	PLASTIC ENVELOPE, ordinary, long		30 pcs.						
25	PLASTIC FASTENER, 50's, 7cm		2 box						
26	RECORD BOOK, 300 pages		5 pcs.						
27	STAPLE WIRE No.35, Standard		3 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)
28	STAPLER w/ built-in wire remover, heavy duty, standard, #35		1 pc.						
29	SCISSOR, heavy duty, big		1 pc.						
30	TAPE DISPENSER		1 pc.						
31	TISSUE, 3 ply, 150 pulls, 12 rolls/pack		4 pack						
32	TRANSPARENT TAPE, width 1 inch, length 200m		5 pcs.						
33	TRANSPARENT TAPE, width 2 inch, length 200m		5 pcs.						
34	WHITE FOLDER, long		35 pcs.						

Total Amount in Figures: P

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

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

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

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

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**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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 4 – 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	ADHESIVE TAPE, 24mmx45m, transparent		15 roll						
2	ALCOHOL, isopropyl, 500ml, flip cap bottle		8 bottle						
3	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"		25 piece						
4	BOND PAPER, substance 20, A4		40 ream						
5	BOND PAPER, substance 20, long		20 ream						
6	BROTHER INK, black, BTD60BK, 108ml		3 bottle						
7	CORRECTION TAPE, size: 5mmx10mm, 10 meters long		20 piece						
8	DATA FILE BOX, made of chipboard, 39.5cmx24cmx10.5cm		10 piece						
9	EPSON INK #003, black		4 bottle						
10	EPSON INK #003, cyan		2 bottle						
11	EPSON INK #003, magenta		2 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)
12	EPSON INK #003, yellow		2 bottle						
13	PENCIL with eraser, 12's		1 box						
14	RIBBON CART, EPSON (#8750) black		10 piece						
15	TOILET TISSUE PAPER, 2-ply, ultra soft		36 roll						
16	TONER CARTRIDGE INEO 64		1 piece						

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

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

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

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

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

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**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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 5 – Office Supplies (Assessor)**

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, multi-purpose, A4, 70gsm		10 reams						
2	ISOPROPYL ALCOHOL, 70% solution, 500ml		10 bottles						
3	BOND PAPER, ultra white, subs 20/70gsm, letter		6 reams						
4	GLUE, 200grams		2 pieces						
5	SUPER FINE BALLPEN #1423, 0.5, black, 12per box		2 boxes						
6	PAPER CLIP, vinyl coated clips small (33mm), 50grams		10 boxes						
7	WATER BASED ESSENTAIL OIL for humidifier (fresh bamboo), 1 liter		1 bottle						
8	TOILET CLEANER ultra thick liquid bleach classic, 500ml		7 pieces						
9	MY-GEL SIGN PEN, black, 0.5mm		2 boxes						
10	DETERGENT POWDER, 1kg		3 packs						

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	EPSON INK 003, black		3 bottles						
12	EPSON INK 003, yellow		2 bottles						
13	EPSON INK 003, magenta		2 bottles						
14	EPSON INK 003, cyan		2 bottles						
15	LED BULB (EBI118DL) 18 watts		5 pieces						
16	DISHWASHING LIQUID, 1 liter, (calamansi)		2 bottles						
17	MURIATIC ACID concentrated, 1000ml		1 bottle						
18	DTR No. 48		5 pads						
19	PLASTIC ENVELOP with handle		4 pieces						
20	RECORD BOOK junior, 500P, blue		2 pieces						
21	BOND PAPER, ultra white, subs 20/70 gsm, legal		6 reams						
22	BINDER CLIP, 1"		5 boxes						
23	BATHROOM TISSUE PAPER 2-plyx140 pulls (100% virgin pulp), 12 rolls		3 packs						
24	SCOTCH TAPE, 1", big		5 rolls						
25	BROWN ENVELOP, short		10 dozens						
26	FABRIC CONDITIONER, antibacterial fresh day, 28ml		6 dozens						

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

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

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

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

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

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. ITB No. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 6 – 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		25 reams						
2	BOND PAPER, substance 20/70gsm, ultra white, long (8.5"x13")		25 reams						
3	BOND PAPER, substance 20/70gsm, ultra white, short (8.5"x11")		25 reams						
4	STAPLER NO.35 with remover, heavy duty		4 pieces						
5	STICKY NOTE PAD, LxW: 2"x1.5", 5 assorted colors per pack, 100 sheets per color		10 packs						
6	FOLDER, long (white, yellow, green) 100pcs per color		300 pieces						
7	EXPANDABLE FOLDER, long, blue		1 dozen						
8	ARCHFILE FOLDER, long, 3' with hard cover & tagila lock (black, blue & red)		6 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)
9	FASTENER, plastic coated, 50pcs/box		4 boxes						
10	TONER CART, HP CE285A (HP85A), black		2 cart						
11	EPSON INK 664, black		4 bottles						
12	EPSON INK 664, cyan		1 bottle						
13	EPSON INK 664, magenta		1 bottle						
14	EPSON INK 664, yellow		1 bottle						
15	BROTHER INK BTD60, black		4 bottles						
16	BROTHER INK BT5000, cyan		1 bottle						
17	BROTHER INK BT5000, magenta		1 bottle						
18	BROTHER INK BT5000, yellow		1 bottle						
19	STAPLE WIRE NO.35		3 boxes						
20	BROWN ENVELOP, long		50 pieces						
21	ALCOHOL, isopropyl, 70% solution, 500ml		10 bottles						
22	DETERGENT POWDER, 1kg		5 packs						
23	PENCIL NO. 2, medium, 12pcs per box		2 boxes						
24	FABRIC CONDITIONER, 1000ml, concentrated		3 bottles						
25	ULTRA THICK BLEACH, 1 liter		2 liters						
26	METAL FILE FRAME, black multi layers (3-tier) rack office desk organizer		1 piece						
27	SCOTCH TAPE, 1"x24x24mm		10 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)
28	PACKAGING TAPE, 48mmx100m, clear		3 pieces						
29	TOILET TISSUE, 2ply, 12rolls/pack		3 packs						
30	CORRECTION TAPE, 5mmx30m		10 pieces						
31	LOGBOOK, 300pages		5 pieces						
32	SCISSORS, multi purpose, heavy duty, stainless steel		2 pieces						
33	BATTERY, heavy duty, AA (4pcs/pack)		2 pack						
34	BATTERY, heavy duty, AAA (4pcs/pack)		2 pack						
35	TRASH BAG, large, 13x13x32, 10pcs/roll, good quality		10 rolls						
36	TRASH BAG, small, 9x9x20, 25pcs/roll, good quality		10 rolls						
37	EXTENSION WIRE SET, 3 gang, 4meters length, max. power 2,500watts		1 piece						

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

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

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

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

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**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. 2024-0019 Page \_\_\_\_ of \_\_\_\_

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

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, spray, 320ml		10 bottles						
2	ALCOHOL, ethyl, 70% solution, 500ml		20 bottles						
3	BALLPEN, black, .5mm		5 boxes						
4	BATTERY, AA, 2pcs/pack, super heavy duty		10 packs						
5	BOND PAPER, hard copy, S-20 A4		20 reams						
6	BOND PAPER, hard copy, long (8.5x13)		20 reams						
7	BROOM, soft, tambo (thick)		3 pcs.						
8	CALCULATOR, standard, 12 digits, heavy duty		1 pc.						
9	CERTIFICATE HOLDER, A4 size		30 pcs.						
10	CLIP, back fold, 25mm		5 boxes						
11	CLIP, back fold, 32mm		5 boxes						
12	CLIP, back fold, 50mm		5 boxes						
13	CORRECTION TAPE, good quality 5mmx8m		25 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)
14	DETERGENT POWDER, 1kg		1 pack						
15	DOORMAT, cloth		10 pcs.						
16	DOOR KNOB set, good quality		1 pc.						
17	ENVELOPE, plastic w/ holder, legal size		10 pcs.						
18	ENVELOPE, brown, legal size		10 dozen						
19	ENVELOPE, plastic, legal size		6 dozen						
20	EPSON INK 001, black		20 bottles						
21	EPSON INK 001, Cyan		10 bottles						
22	EPSON INK 001, Magenta		10 bottles						
23	EPSON INK 001, Yellow		10 bottles						
24	FLASHDRIVE, 32GB, OTG		10 pcs.						
25	FABRIC CONDITIONER, 24-40ml/sachet		6 dozen						
26	FURNITURE CLEANER, aerosol type		3 cans						
27	HIGHLIGHTER		10 pcs.						
28	PERMANENT MARKER, broad, refillable (Black)		10 pcs.						
29	PERMANENT MARKER, bullet type, refillable (Black)		10 pcs.						
30	RECORD BOOK, 300 pages		10 pcs.						
31	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black		20 pcs.						
32	STAMP DATER, received, self inking stamp		1 pc.						

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	DATE STAMP, self inking		1 pc.						
34	STAMP PAD INK, purple 120ml		2 bottles						
35	TOILET BOWL CLEANER, 1000ml		3 bottles						
36	STAMP PAD, felt		5 pcs.						
37	TOILET TISSUE PAPER, good quality		42 pcs.						
38	TAPE MASKING, 1"		10 rolls						
39	TAPE (Double sided)1"		10 rolls						
40	RECHARGEABLE BATTERY, AA (4pcs/pack)		2 packs						
41	PAPER CLIP, vinyl, plastic coated, 50mm		10 boxes						
42	CHARGER, compatible for AAA, and AA batteries		1 pc.						
43	EXTENSION CORD WIRE, 10m, four gang flat cord, heavy duty		1 pc.						
44	WALL CLOCK, good quality		1 pc.						
45	NOTE PAD, stick on, 50mm x 76mm(2"x3")		10 pads						
46	NOTE PAD, stick on, 76mm x 100mm(3"x4")		10 pads						
47	STICKER PAPER, A4 size, 10sheets/pack		10 packs						

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

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

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

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

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

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**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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 8 – Office Supplies (PWD)**

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, 70% solution, isopropyl, 500ml		12 bottles						
2	VELLUM BOARD, A4		20 packs						
3	BOND PAPER, A4, subs.20, 70gsm		10 reams						
4	TOILET TISSUE PAPER, 2ply, 100% recycled		2 bundles						
5	PENCIL #2		3 boxes						
6	BINDER CLIP 1"		5 boxes						
7	BINDER CLIP ¾"		5 boxes						
8	PUNCHER, heavy duty		1 piece						
9	CALCULATOR, mx-125, 2-way power, 12 digits		4 pieces						
10	GEL PEN BLACK product code: BL-G2-5, type: roller ball pen, Ink: water-based gel tip: stainless steel, Ball Diameter: 0.5mm, Width of Stroke: 0.25mm,		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)
	Weight: 10.6g, Color: black, Refill: BLS-G2-5								
11	BALLPEN, black, FO-GELB08		25 pieces						

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. 2024-0019 Page \_\_\_\_ of \_\_\_\_

#### Lot 9 – Office Supplies (MSWDO)

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	SPECIAL BOARD PAPER, short 8.5x11		10 packs						
2	BOND PAPER, short 8.5x11, subs.20, 70gsm		5 reams						
3	BOND PAPER, A4, 8 1/4 x11 3/4, 70gsm		31 reams						
4	CARTRIDGE for CANON G2020 and CANON G3020, 2pcs. each		4 cart						
5	CANON INK, black, genuine ink		15 bottles						
6	EPSON INK, 003 black, genuine ink		15 bottles						
7	HP INK TANK 315 cartridge, black		1 cart						
8	HP INK TANK 315 cartridge, tricolor		1 cart						
9	PAPER PUNCHER, 2 hole, heavy duty		2 pieces						
10	FULL STRIP METAL DESKTOP STAPLER 354411		2 pieces						
11	CORRECTION TAPE, 5mmx10m		20 pieces						
12	PENCIL #2		2 boxes						
13	SCISSORS, heavy duty		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)
14	MAILING ENVELOPE		1 box						
15	FASTENER PLASTIC		10 boxes						
16	BROAD PERMANENT MARKER, black		10 pieces						
17	FINE PERMANENT MARKER, black		10 pieces						
18	DOUBLE SIDED TAPE		50 pieces						
19	PRESSBOARD EXPANDED FOLDER, green		20 pieces						
20	PRESSBOARD EXPANDED FOLDER, red		20 pieces						
21	PRESSBOARD EXPANDED FOLDER, yellow		20 pieces						

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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 10 – Office Supplies (OSCA)**

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, scented, 500ml		12 bottle						
2	SUPER FINE BALLPEN #1423, 0.5 black, 12 per box		2 box						
3	BATTERY, dry cell, AA, 2pcs per pack		12 pack						
4	BROOM, soft		2 pieces						
5	CALCULATOR, standard, 12 digits, heavy duty		1 unit						
6	CLIP, backfold, 19mm, 12 box		13 boxes						
7	CLIP, backfold, 2 inches, 12 box		12 boxes						
8	CORRECTION TAPE, good quality		12 pieces						
9	DETERGENT POWDER, all purpose, 1 kg		2 pouches						
10	DISINFECTANT SPRAY, aerosol, 400g (min)		2 bottle						
11	DISHWASHING LIQUID		1 bottle						
12	FLASH DRIVE, 32GB capacity		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)
13	INK REFILL EPSON printer, black #003		1 bottle						
14	INK REFILL EPSON printer, cyan #003		1 bottle						
15	INK REFILL EPSON printer, yellow #003		1 bottle						
16	INK REFILL EPSON printer, magenta #003		1 bottle						
17	NEON PAPER, assorted colors		2 reams						
18	PAD PAPER, ruled		2 dozen						
19	PAPER, MULTICOPY, 70gsm, size: 210mmx297mm (A4)		10 reams						
20	PAPER, MULTICOPY, 70gsm, size: 216mmx330mm (legal)		10 reams						
21	PHOTOPAPER, A4, 230gsm, high glossy		2 pack						
22	PLASTIC PAPER FASTENER		4 boxes						
23	RECORD BOOK, 300 pages		16 pieces						
24	RULER		12 pieces						
25	SCISSORS, symmetrical/asymmetrical, medium size		2 pairs						
26	STAMP PAD, felt		12 pieces						
27	STAMP PAD INK, 28ml, color violet		2 pieces						
28	STAPLER, big, standard type		1 piece						
29	SIGN PEN GEL, black, 0.5mm		1 dozen						
30	SPECIALTY BOARD PAPER, short		6 packs						
31	TAPE, transparent, 2 inches		5 rolls						

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)
32	TISSUE PAPER, 2ply (12 per pack)	20 bundle							
33	TOILET BOWL CLEANER, scented, 1000ml	2 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. 2024-0019 Page \_\_\_ of \_\_\_

**Lot 11 – 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% sol., 500ml		30 bottle						
2	BOND PAPER, hard copy, subs.20, legal		40 ream						
3	BOND PAPER, hard copy, subs 20, A4		30 ream						
4	BROTHER INK, BT60BK, genuine		2 bottle						
5	CLEANER, TOILET BOWL & URINAL, 100ml		3 bottle						
6	CORRECTION TAPE, good quality, 5mmx8mm		48 pieces						
7	DETERGENT POWDER, all purpose, 1kg per plastic pouch		6 pouch						
8	FASTENER, plastic, 7cm, 50/box		6 box						
9	HEAVY DUTY SCOTCH TAPE, dispenser		4 pieces						
10	PAPER CLIP, large		3 box						
11	SCOTCH TAPE, 1", big		12 piece						
12	TRASH BAG, small, 15pcs per roll		12 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)
13	TRASH BAG, XL, 10pcs per roll		5 roll						
14	TOILET TISSUE PAPER, 2ply sheet, 150pulls, 12 rolls in a pack		6 pack						
15	TONER, INEO 165, genuine		1 cart						

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. 2024-0019 Page \_\_\_\_\_ of \_\_\_\_\_

**Lot 12 – Office Supplies (Tourism Program)**

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, multi-purpose, A4 subs 24/80gsm		5 reams						
2	BOND PAPER, multi-purpose, legal subs 24/80gsm		5 reams						
3	BALLPEN, 1419, 0.5mm ballpoint, doodle fine, black, 25s tube		1 tube						
4	GLUE GUN, heavy duty with 10pcs glue stick		1 piece						
5	GENUINE EPSON INK 003, black		5 bottles						
6	GENUINE EPSON INK 003, cyan		5 bottles						
7	GENUINE EPSON INK 003, yellow		5 bottles						
8	GENUINE EPSON INK 003, magenta		5 bottles						
9	WHITE GLUE, all purpose, 240g		2 jars						
10	STAPLER with staple wire remover		1 piece						
11	STAPLE WIRE No. 35		5 boxes						
12	SCISSORS, heavy duty, big		2 piece						
13	PUNCHER, big, 2 holes		1 piece						
14	PUSHPINS, 100s		2 boxes						

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	CALCULATOR, heavy duty, 12 digits		1 piece						
16	FASTENER, plastic, 7cm, 50s		5 pieces						
17	EXPANDED FOLDER with tab, legal, green		50 pieces						
18	BINDER CLIP, 2"		5 boxes						
19	BINDER CLIP, 1"		5 boxes						
20	ROTATING MOP, heavy duty with extra mophead		1 piece						
21	ALCOHOL, 70% Isopropyl, scented		2 gallon						
22	FABRIC CONDITIONER, antibac		1 gallon						
23	DUSTPAN, heavy duty, metal		2 pieces						
24	SPECIAL BOARD PAPER, 280gsm, A4 x 10 pages		10 packs						
25	STICKER, matte paper, 240gsm, A4 x 10 pages		10 packs						
26	RECORD BOOK, 500 pages		2 pieces						

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. 2024-0019*

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 \_\_\_\_\_ 2024. 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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024.



**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:**

1. 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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_, 2024. Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024.

**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)





























Republic of the Philippines



Government Procurement Policy Board