



**MUNICIPALITY OF SANTA FE, ROMBLON**

**PHILIPPINE BIDDING DOCUMENTS**

**for the**

**PROCUREMENT OF OFFICE  
SUPPLIES (LOT 1-6)**

Date of Public Bidding: May 6, 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 **Three Hundred Twenty Nine Thousand Two Hundred Twenty Seven Pesos & 05/100 (Php329,227.05)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **"Procurement of Office Supplies (Lot 1-6) (ITB No. 2024-0037)"**. 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 (SB)	P 60,000.00
Lot 2	Office Supplies (BAC)	P 99,273.00
Lot 3	Office Supplies (MDRRMO)	P 60,000.05
Lot 4	Office Supplies (MHO)	P 74,996.00
Lot 5	Office Supplies (HRMO)	P 19,980.00
Lot 6	Office Supplies (PESO)	P 14,978.00

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.

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 **April 16, 2024 to May 6, 2024** from the given address and website below and upon payment of applicable fee

<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)

for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos (P500.00)**. 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 **May 6, 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 **May 6, 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 1-6)**, with identification number **ITB No. 2024-0037**

The Procurement Project (referred to herein as "Project") is composed of six (6) 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 **Three Hundred Twenty Nine Thousand Two Hundred Twenty Seven Pesos & 05/100 (P329,227.05)**.

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; text-align: center;"> <thead> <tr> <th style="width: 15%;">BID SECURITY</th> <th style="width: 20%;">Cash or Cashier's/ Manager's Check</th> <th style="width: 20%;">Bank Draft/Guarantee</th> <th style="width: 20%;">Surety Bond</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>P 1,200.00</td> <td>P 1,200.00</td> <td>P 3,000.00</td> </tr> <tr> <td>Lot 2</td> <td>P 1,985.46</td> <td>P 1,985.46</td> <td>P 4,963.65</td> </tr> <tr> <td>Lot 3</td> <td>P 1,200.00</td> <td>P 1,200.00</td> <td>P 3,000.00</td> </tr> </tbody> </table>	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond	Lot 1	P 1,200.00	P 1,200.00	P 3,000.00	Lot 2	P 1,985.46	P 1,985.46	P 4,963.65	Lot 3	P 1,200.00	P 1,200.00	P 3,000.00
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Lot 2	P 1,985.46	P 1,985.46	P 4,963.65														
Lot 3	P 1,200.00	P 1,200.00	P 3,000.00														

	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond																					
	Lot 4	P 1,499.92	P 1,499.92	P 3,749.80																					
	Lot 5	P 399.60	P 399.60	P 999.00																					
	Lot 6	P 299.56	P 299.56	P 748.90																					
19.3	<p><i>The ABC for the project is Three Hundred Twenty Nine Thousand Two Hundred Twenty Seven Pesos &amp; 05/100 (P 329,227.05) broken into the following lots:</i></p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Name of Project</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>Office Supplies (SB)</td> <td>P 60,000.00</td> </tr> <tr> <td>Lot 2</td> <td>Office Supplies (BAC)</td> <td>P 99,273.00</td> </tr> <tr> <td>Lot 3</td> <td>Office Supplies (MDRRMO)</td> <td>P 60,000.05</td> </tr> <tr> <td>Lot 4</td> <td>Office Supplies (MHO)</td> <td>P 74,996.00</td> </tr> <tr> <td>Lot 5</td> <td>Office Supplies (HRMO)</td> <td>P 19,980.00</td> </tr> <tr> <td>Lot 6</td> <td>Office Supplies (PESO)</td> <td>P 14,978.00</td> </tr> </tbody> </table>				Lot No.	Name of Project	ABC	Lot 1	Office Supplies (SB)	P 60,000.00	Lot 2	Office Supplies (BAC)	P 99,273.00	Lot 3	Office Supplies (MDRRMO)	P 60,000.05	Lot 4	Office Supplies (MHO)	P 74,996.00	Lot 5	Office Supplies (HRMO)	P 19,980.00	Lot 6	Office Supplies (PESO)	P 14,978.00
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Lot 6	Office Supplies (PESO)	P 14,978.00																							
20.2	<p><i>BIR Certificate of Registration and Latest income tax and business tax return fled and paid through the BIR Electronic and Payment System. Likewise, updated Tax Clearance and PhilGEPS Registration are required if those documents already expires during the conduct of post-qualification but not during the submission and opening of bids.</i></p>																								
21.2	<p><i>None</i></p>																								



# **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> <p>(i) Original and three (3) copies of the Supplier's Invoice showing Goods', description, quantity, unit price and total amount;</p> <p>(ii) Original and three (3) copies of delivery receipt</p> <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> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <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> </ol>

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ADAPTOR	2 pcs.	2 pcs.	Within 30 working days after 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 after 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 after 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 after 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 after 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 after 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 after 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 2 – Office Supplies (BAC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, aerosol spray, lemon, 320ml	6 cans	6 cans	Within 30 working days after supplier's receipt of Notice to Proceed
2	ISOPROPYL ALCOHOL with moisturizer, 500ml	12 bottles	12 bottles	
3	BALLPOINT PEN, black, 0.5/0.7mm writing thickness, 12/box	2 boxes	2 boxes	
4	BATTERY, AAA, zero added mercury & cadmium, 4 pcs/pack	1 pack	1 pack	
5	BATTERY, AA, zero added mercury & cadmium, 4 pcs/pack	1 pack	1 pack	
6	BOND PAPER, A4, subs.20, 70gsm	170 reams	170 reams	Within 30 working days after supplier's receipt of Notice to Proceed
7	BOND PAPER, legal, subs.20, 70gsm	50 reams	50 reams	
8	CANON INK CARTRIDGE, CL-811 (color)	2 cart	2 cart	
9	CANON INK CARTRIDGE, PG-810 (black)	4 cart	4 cart	
10	CLIP, backfold, 1"	3 boxes	3 boxes	
11	CLIP, backfold, 2"	6 boxes	6 boxes	Within 30 working days after supplier's receipt of Notice to Proceed
12	CLIPBOARD, A4, brown, wooden	1 piece	1 piece	
13	CLIPBOARD, legal, brown, wooden	1 piece	1 piece	
14	CORRECTION TAPE, 5mmx12m	12 pieces	12 pieces	
15	ERASER, staedtler, combination of white & blue	3 pieces	3 pieces	
16	FILM MARKER, 7 neon colors in a pack, semi transparent & strong	6 packs	6 packs	Within 30 working days after supplier's receipt of Notice to Proceed
17	FOLDER PRESSBOARD, white	36 pieces	36 pieces	
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 135ml/bottle, 3 bottles/set	2 sets	2 sets	
19	INK for EPSON PRINTER, No.003 (black), 135ml	4 bottles	4 bottles	
20	INK for EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set	2 sets	2 sets	
21	PLASTIC COMB BINDING RING, 16mm, A4 (black or blue), PVC plastic, 21 holes (100 pcs/box)	3 boxes	3 boxes	Within 30 working days after supplier's receipt of Notice to Proceed



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
22	PLASTIC COMB BINDING RING, 1" (25mm), A4 (black or blue), PVC plastic, (10pcs/pack)	20 packs	20 packs	Within 30 working days after supplier's receipt of Notice to Proceed
23	PLASTIC COMB BINDING RING, 1.5" (38mm), A4 (black or blue), PVC plastic, (10pcs/pack)	10 packs	10 packs	
24	PLASTIC COMB BINDING RING, 2" (51mm), A4 (black or blue), PVC plastic, (10pcs/pack)	10 packs	10 packs	
25	RECORD BOOK, 300pages	6 pieces	6 pieces	
26	RUBBER BAND FLAT, No.18, yellow, 350grams	2 boxes	2 boxes	
27	RUBBER FINGER THIMBLES, (5/pack – green & blue)	4 packs	4 packs	Within 30 working days after supplier's receipt of Notice to Proceed
28	RULER, 12" plastic, clear	3 pieces	3 pieces	
29	SIGN PEN, gelpen, 0.5, black	12 pieces	12 pieces	
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream, 10's	30 packs	30 packs	
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream, 10's	12 packs	12 packs	
32	STAPLE WIRE, #35	2 boxes	2 boxes	Within 30 working days after supplier's receipt of Notice to Proceed
33	STICKY NOTE, 2x3 inches, yellow, 100/pad	6 pads	6 pads	
34	TOILET TISSUE PAPER, 2ply, 100% virgin pulp, 12 rolls/pack	12 packs	12 packs	
35	TONER for INEO copier	1 cart	1 cart	
36	TONER for GESTETNER copier	1 cart	1 cart	

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 (MDRRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm	20 reams	20 reams	Within 30 working days after supplier's receipt of Notice to Proceed
2	CLIP, backfold, 15mm	10 boxes	10 boxes	
3	CLIP, backfold, 19mm	10 boxes	10 boxes	
4	CLIP, backfold, 25mm	10 boxes	10 boxes	
5	CLIP, backfold, 51mm	10 boxes	10 boxes	
6	RAGS, all cotton	5 bundles	5 bundles	Within 30 working days after supplier's receipt of Notice to Proceed
7	TISSUE PAPER, interfolded paper towel	10 packs	10 packs	
8	CORRECTION TAPE	12 pieces	12 pieces	
9	L-TYPE BROWN FOLDER, legal	5 packs	5 packs	
10	SCOTCH TAPE, 1 inch	25 roll	25 roll	
11	PACKAGING TAPE, transparent	50 pieces	50 pieces	Within 30 working days after supplier's receipt of Notice to Proceed
12	THUMB TACKS, 24box/box	1 box	1 box	
13	MANILA PAPER, 24pcs/roll	1 roll	1 roll	
14	WALL/BOOK COVER, self-adhesive, 10m/pc	80 pieces	80 pieces	
15	TOILET PAPER, double ply	20 roll	20 roll	
16	MASKING TAPE, 1 inch	15 roll	15 roll	Within 30 working days after supplier's receipt of Notice to Proceed
17	DOCUMENTS STORAGE BOX/ORGANIZER, foldable, 50cmx40cmx30cm	6 pieces	6 pieces	
18	CERTIFICATE HOLDER, A4	100 pieces	100 pieces	
19	8-in-1 USB/OTG hub multi port adapter	3 sets	3 sets	
20	ROOM/AIR FRESHENER, aerosol type, 320ml	5 container	5 container	

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

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

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

\_\_\_\_\_  
Date



## Schedule of Requirements

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

### Lot 4 – Office Supplies (MHO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, hard copy, 80gsm, subs 24, 500sheets, A4	50 reams	50 reams	Within 30 working days after supplier's receipt of Notice to Proceed
2	BOND PAPER, hard copy, 80gsm, subs 20, sheets, legal	50 reams	50 reams	
3	BROTHER GENUINE INK BTD60/BT5000 set of 4 (black, cyan, magenta, yellow)	7 sets	7 sets	
4	BALLPOINT PEN, black 0.5, good quality	80 pieces	80 pieces	
5	BATTERY DRY CELL, AA, 2pcs/pack	24 pack	24 pack	
6	BATTERY DRY CELL, AAA, 2pcs/pack	24 pack	24 pack	Within 30 working days after supplier's receipt of Notice to Proceed
7	BROWN ENVELOPE, A4	50 pieces	50 pieces	
8	BROWN ENVELOPE, legal	50 pieces	50 pieces	
9	COLUMNAR BOOKS, 24 columns	5 pieces	5 pieces	
10	COLUMNAR BOOKS, 4 columns	5 pieces	5 pieces	
11	DOUBLE-SIDED TAPE, 18mmx10mm (3m)	10 pieces	10 pieces	Within 30 working days after supplier's receipt of Notice to Proceed
12	FOLDER, white, legal	52 pieces	52 pieces	
13	GLUE, 130g all-purpose	15 pieces	15 pieces	
14	HIGHLIGHTER SET, pastel/neon, 6's/set	2 sets	2 sets	
15	PENCIL No.2	7 box	7 box	
16	REFILLABLE PERMANENT MARKER, black, good quality	12 pieces	12 pieces	
17	SCISSORS SYMMETRICAL BLADE, length 65mm, 1pc	3 pieces	3 pieces	Within 30 working days after supplier's receipt of Notice to Proceed
18	SPECIALTY VELUM BOARD, 220gsm, white, A4, 10pcs/pack	20 pack	20 pack	
19	CERTIFICATE HOLDER, A4	15 pieces	15 pieces	
20	STAPLER standard size, No.35 staple wire	6 box	6 box	
21	AIR FRESHENER, lemon scent, 320ml, spray	5 bottle	5 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
22	BATHROOM TISSUE, 12's, 3 ply, good quality	10 packs	10 packs	
23	DETERGENT POWDER, 1kilo/pouch	4 pouch	4 pouch	



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
24	DISHWASHING LIQUID, 250ml	4 pack	4 pack	Within 30 working days after supplier's receipt of Notice to Proceed
25	FABRIC CONDITIONER, sachet	4 dozen	4 dozen	
26	TOILET BOWL CLEANER, 1000ml	4 bottle	4 bottle	
27	CORRECTION TAPE, 5mmx12m	15 pieces	15 pieces	
28	CALCULATOR, standard, 12 digits, heavy duty	5 unit	5 unit	
29	STICK GLUE, big	10 pieces	10 pieces	Within 30 working days after supplier's receipt of Notice to Proceed
30	GLUE GUN, heavy duty	2 pieces	2 pieces	
31	STAMP PAD	2 pieces	2 pieces	
32	SCOTCH TAPE, 18mm, 5yds.	15 roll	15 roll	
33	PLASTIC CELLULOID	2 roll	2 roll	
34	RECORD BOOK, 300pages	20 pieces	20 pieces	Within 30 working days after supplier's receipt of Notice to Proceed
35	long EXPANDING FOLDER	50 pieces	50 pieces	
36	PUSH PIN, 100's/box	5 box	5 box	
37	PAPER CLIP, 50mm, 120g	10 box	10 box	

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 (HRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BROTHER INK for DCP-T710W, BT-D60, black	3 bottle	3 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
2	BROTHER INK for DCP-T710W, BT5000, yellow	4 bottle	4 bottle	
3	BROTHER INK for DCP-T710W, BT5000, cyan	4 bottle	4 bottle	
4	BROTHER INK for DCP-T710W, BT5000, magenta	3 bottle	3 bottle	
5	EPSON INK #664, 100ml, cyan	3 bottle	3 bottle	
6	EPSON INK #664, 100ml, magenta	3 bottle	3 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
7	EPSON INK #664, 100ml, yellow	3 bottle	3 bottle	
8	BOND PAPER, A4, subs.20, 70gsm	20 reams	20 reams	
9	BOND PAPER, legal, subs.20, 70gsm	10 reams	10 reams	
10	PAPER CLIP, vinyl, plastic coated, 50mm	3 box	3 box	
11	PAPER CLIP, vinyl, plastic coated, 33mm	3 box	3 box	

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 (PESO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	TOILET TISSUE PAPER, 2 ply, 100% recycled, 12roll/pack	10 pack		Within 30 working days after supplier's receipt of Notice to Proceed
2	ARCH FILE, horizontal long, with tagila lock, size 3"x9x15.5	7 pieces		
3	FOLDER PRESSBOARD, green	120 pieces		
4	VELLUM BOARD, legal	6 pack		
5	ALCOHOL, isopropyl, 500ml, flip cap bottle	12 bottle		
6	RECORD BOOK, 500 pages	10 pieces		Within 30 working days after supplier's receipt of Notice to Proceed
7	BALLPEN, 0.5mm, black ink, 50pcs	1 box		
8	PENCIL LEAD, with eraser, 12pcs/box	3 box		
9	PERMANENT MARKER, broad, black, blue	2 box		
10	STAPLE WIRE No.35	6 box		
11	WHITE GLUE, all purpose, 240g	2 jar		Within 30 working days after supplier's receipt of Notice to Proceed
12	PLASTIC PAPER FASTENER, 7cm, 50's	3 box		
13	PLASTIC ENVELOP, expanded with handle, legal, push lock	2 pieces		
14	BINDER CLIP, 1-1/4 inch	3 box		
15	BINDER CLIP, 1inch	4 box		
16	BINDER CLIP, 2", 51mm	5 box		Within 30 working days after supplier's receipt of Notice to Proceed
17	PENTEL PEN INK, refill, black	2 bottle		
18	STAMP PAD, violet	2 pieces		

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

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

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

\_\_\_\_\_  
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 (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.

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Name of Company/Bidder

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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 2 – Office Supplies (BAC)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, aerosol spray, lemon, 320ml	
2	ISOPROPYL ALCOHOL with moisturizer, 500ml	
3	BALLPOINT PEN, black, 0.5/0.7mm writing thickness, 12/box	
4	BATTERY, AAA, zero added mercury & cadmium, 4 pcs/pack	
5	BATTERY, AA, zero added mercury & cadmium, 4 pcs/pack	
6	BOND PAPER, A4, subs.20, 70gsm	
7	BOND PAPER, legal, subs.20, 70gsm	
8	CANON INK CARTRIDGE, CL-811 (color)	
9	CANON INK CARTRIDGE, PG-810 (black)	
10	CLIP, backfold, 1"	
11	CLIP, backfold, 2"	
12	CLIPBOARD, A4, brown, wooden	
13	CLIPBOARD, legal, brown, wooden	
14	CORRECTION TAPE, 5mmx12m	
15	ERASER, staedtler, combination of white & blue	
16	FILM MARKER, 7 neon colors in a pack, semi transparent & strong	
17	FOLDER PRESSBOARD, white	
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 135ml/bottle, 3 bottles/set	
19	INK for EPSON PRINTER, No.003 (black), 135ml	
20	INK for EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set	
21	PLASTIC COMB BINDING RING, 16mm, A4 (black or blue), PVC plastic, 21 holes (100 pcs/box)	
22	PLASTIC COMB BINDING RING, 1" (25mm), A4 (black or blue), PVC plastic, (10pcs/pack)	
23	PLASTIC COMB BINDING RING, 1.5" (38mm), A4 (black or blue), PVC plastic, (10pcs/pack)	
24	PLASTIC COMB BINDING RING, 2" (51mm), A4 (black or blue), PVC plastic, (10pcs/pack)	
25	RECORD BOOK, 300pages	
26	RUBBER BAND FLAT, No.18, yellow, 350grams	
27	RUBBER FINGER THIMBLES, (5/pack – green & blue)	
28	RULER, 12" plastic, clear	
29	SIGN PEN, gelpen, 0.5, black	
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream, 10's	

Item	Specification	Statement of Compliance
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream, 10's	
32	STAPLE WIRE, #35	
33	STICKY NOTE, 2x3 inches, yellow, 100/pad	
34	TOILET TISSUE PAPER, 2ply, 100% virgin pulp, 12 rolls/pack	
35	TONER for INEO copier	
36	TONER for GESTETNER copier	

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 (MDRRMO)

Item	Specification	Statement of Compliance
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm	
2	CLIP, backfold, 15mm	
3	CLIP, backfold, 19mm	
4	CLIP, backfold, 25mm	
5	CLIP, backfold, 51mm	
6	RAGS, all cotton	
7	TISSUE PAPER, interfolded paper towel	
8	CORRECTION TAPE	
9	L-TYPE BROWN FOLDER, legal	
10	SCOTCH TAPE, 1 inch	
11	PACKAGING TAPE, transparent	
12	THUMB TACKS, 24box/box	
13	MANILA PAPER, 24pcs/roll	
14	WALL/BOOK COVER, self-adhesive, 10m/pc	
15	TOILET PAPER, double ply	
16	MASKING TAPE, 1 inch	
17	DOCUMENTS STORAGE BOX/ORGANIZER, foldable, 50cmx40cmx30cm	
18	CERTIFICATE HOLDER, A4	
19	8-in-1 USB/OTG hub multi port adapter	
20	ROOM/AIR FRESHENER, aerosol type, 320ml	

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 (MHO)

Item	Specification	Statement of Compliance
1	BOND PAPER, hard copy, 80gsm, subs 20, 500sheets, A4	
2	BOND PAPER, hard copy, 80gsm, subs 20, sheets, legal	
3	BROTHER GENUINE INK BTD60/BT5000 set of 4 (black, cyan, magenta, yellow)	
4	BALLPOINT PEN, black 0.5, good quality	
5	BATTERY DRY CELL, AA, 2pcs/pack	
6	BATTERY DRY CELL, AAA, 2pcs/pack	
7	BROWN ENVELOPE, A4	
8	BROWN ENVELOPE, legal	
9	COLUMNAR BOOKS, 24 columns	
10	COLUMNAR BOOKS, 4 columns	
11	DOUBLE-SIDED TAPE, 18mmx10mm (3m)	
12	FOLDER, white, legal	
13	GLUE, 130g all-purpose	
14	HIGHLIGHTER SET, pastel/neon, 6's/set	
15	PENCIL No.2	
16	REFILLABLE PERMANENT MARKER, black, good quality	
17	SCISSORS SYMMETRICAL BLADE, length 65mm, 1pc	
18	SPECIALTY VELUM BOARD, 220gsm, white, A4, 10pcs/pack	
19	CERTIFICATE HOLDER, A4	
20	STAPLER standard size, No.35 staple wire	
21	AIR FRESHENER, lemon scent, 320ml, spray	
22	BATHROOM TISSUE, 12's, 3 ply, good quality	
23	DETERGENT POWDER, 1kilo/pouch	
24	DISHWASHING LIQUID, 250ml	
25	FABRIC CONDITIONER, sachet	
26	TOILET BOWL CLEANER, 1000ml	
27	CORRECTION TAPE, 5mmx12m	
28	CALCULATOR, standard, 12 digits, heavy duty	
29	STICK GLUE, big	
30	GLUE GUN, heavy duty	
31	STAMP PAD	
32	SCOTCH TAPE, 18mm, 5yds.	
33	PLASTIC CELLULOID	
34	RECORD BOOK, 300pages	
35	long EXPANDING FOLDER	
36	PUSH PIN, 100's/box	
37	PAPER CLIP, 50mm, 120g	

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 5 – Office Supplies (HRMO)

Item	Specification	Statement of Compliance
1	BROTHER INK for DCP-T710W, BT-D60, black	
2	BROTHER INK for DCP-T710W, BT5000, yellow	
3	BROTHER INK for DCP-T710W, BT5000, cyan	
4	BROTHER INK for DCP-T710W, BT5000, magenta	
5	EPSON INK #664, 100ml, cyan	
6	EPSON INK #664, 100ml, magenta	
7	EPSON INK #664, 100ml, yellow	
8	BOND PAPER, A4, subs.20, 70gsm	
9	BOND PAPER, legal, subs.20, 70gsm	
10	PAPER CLIP, vinyl, plastic coated, 50mm	
11	PAPER CLIP, vinyl, plastic coated, 33mm	

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 (PESO)

Item	Specification	Statement of Compliance
1	TOILET TISSUE PAPER, 2 ply, 100% recycled, 12roll/pack	
2	ARCH FILE, horizontal long, with tagila lock, size 3"x9x15.5	
3	FOLDER PRESSBOARD, green	
4	VELLUM BOARD, legal	
5	ALCOHOL, isopropyl, 500ml, flip cap bottle	
6	RECORD BOOK, 500 pages	
7	BALLPEN, 0.5mm, black ink, 50pcs	
8	PENCIL LEAD, with eraser, 12pcs/box	
9	PERMANENT MARKER, broad, black, blue	
10	STAPLE WIRE No.35	
11	WHITE GLUE, all purpose, 240g	
12	PLASTIC PAPER FASTENER, 7cm, 50's	
13	PLASTIC ENVELOP, expanded with handle, legal, push lock	
14	BINDER CLIP, 1-1/4 inch	
15	BINDER CLIP, 1inch	
16	BINDER CLIP, 2", 51mm	
17	PENTEL PEN INK, refill, black	
18	STAMP PAD, violet	

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) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) 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 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*

- (k) 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

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

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

- (n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government



office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

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

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 1 – 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

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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. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 2 – Office Supplies (BAC)**

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, aerosol spray, lemon, 320ml		
2	ISOPROPYL ALCOHOL with moisturizer, 500ml		
3	BALLPOINT PEN, black, 0.5/0.7mm writing thickness, 12/box		
4	BATTERY, AAA, zero added mercury & cadmium, 4 pcs/pack		
5	BATTERY, AA, zero added mercury & cadmium, 4 pcs/pack		
6	BOND PAPER, A4, subs.20, 70gsm		
7	BOND PAPER, legal, subs.20, 70gsm		
8	CANON INK CARTRIDGE, CL-811 (color)		
9	CANON INK CARTRIDGE, PG-810 (black)		
10	CLIP, backfold, 1"		
11	CLIP, backfold, 2"		
12	CLIPBOARD, A4, brown, wooden		
13	CLIPBOARD, legal, brown, wooden		
14	CORRECTION TAPE, 5mmx12m		
15	ERASER, staedtler, combination of white & blue		
16	FILM MARKER, 7 neon colors in a pack, semi transparent & strong		
17	FOLDER PRESSBOARD, white		
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 135ml/bottle, 3 bottles/set		
19	INK for EPSON PRINTER, No.003 (black), 135ml		
20	INK for EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set		



Item	Item/Description	Unit Price	Total Amount
21	PLASTIC COMB BINDING RING, 16mm, A4 (black or blue), PVC plastic, 21 holes (100 pcs/box)		
22	PLASTIC COMB BINDING RING, 1" (25mm), A4 (black or blue), PVC plastic, (10pcs/pack)		
23	PLASTIC COMB BINDING RING, 1.5" (38mm), A4 (black or blue), PVC plastic, (10pcs/pack)		
24	PLASTIC COMB BINDING RING, 2" (51mm), A4 (black or blue), PVC plastic, (10pcs/pack)		
25	RECORD BOOK, 300pages		
26	RUBBER BAND FLAT, No.18, yellow, 350grams		
27	RUBBER FINGER THIMBLES, (5/pack - green & blue)		
28	RULER, 12" plastic, clear		
29	SIGN PEN, gelpen, 0.5, black		
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream, 10's		
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream, 10's		
32	STAPLE WIRE, #35		
33	STICKY NOTE, 2x3 inches, yellow, 100/pad		
34	TOILET TISSUE PAPER, 2ply, 100% virgin pulp, 12 rolls/pack		
35	TONER for INEO copier		
36	TONER for GESTETNER copier		

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. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 3 – Office Supplies (MDRRMO)**

Item	Item/Description	Unit Price	Total Amount
1	BOND PAPER, multi-purpose, A4 subs 24/80gsm		
2	CLIP, backfold, 15mm		
3	CLIP, backfold, 19mm		
4	CLIP, backfold, 25mm		
5	CLIP, backfold, 51mm		
6	RAGS, all cotton		
7	TISSUE PAPER, interfolded paper towel		
8	CORRECTION TAPE		
9	L-TYPE BROWN FOLDER, legal		
10	SCOTCH TAPE, 1 inch		
11	PACKAGING TAPE, transparent		
12	THUMB TACKS, 24box/box		
13	MANILA PAPER, 24pcs/roll		
14	WALL/BOOK COVER, self-adhesive, 10m/pc		
15	TOILET PAPER, double ply		
16	MASKING TAPE, 1 inch		
17	DOCUMENTS STORAGE BOX/ORGANIZER, foldable, 50cmx40cmx30cm		
18	CERTIFICATE HOLDER, A4		
19	8-in-1 USB/OTG hub multi port adapter		
20	ROOM/AIR FRESHENER, aerosol type, 320ml		

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 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. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 4 – Office Supplies (MHO)**

Item	Item/Description	Unit Price	Total Amount
1	BOND PAPER, hard copy, 80gsm, subs 20, 500sheets, A4		
2	BOND PAPER, hard copy, 80gsm, subs 20, sheets, legal		
3	BROTHER GENUINE INK BTD60/BT5000 set of 4 (black, cyan, magenta, yellow)		
4	BALLPOINT PEN, black 0.5, good quality		
5	BATTERY DRY CELL, AA, 2pcs/pack		
6	BATTERY DRY CELL, AAA, 2pcs/pack		
7	BROWN ENVELOPE, A4		
8	BROWN ENVELOPE, legal		
9	COLUMNAR BOOKS, 24 columns		
10	COLUMNAR BOOKS, 4 columns		
11	DOUBLE-SIDED TAPE, 18mmx10mm (3m)		
12	FOLDER, white, legal		
13	GLUE, 130g all-purpose		
14	HIGHLIGHTER SET, pastel/neon, 6's/set		
15	PENCIL No.2		
16	REFILLABLE PERMANENT MARKER, black, good quality		
17	SCISSORS SYMMETRICAL BLADE, length 65mm, 1pc		
18	SPECIALTY VELUM BOARD, 220gsm, white, A4, 10pcs/pack		
19	CERTIFICATE HOLDER, A4		

Item	Item/Description	Unit Price	Total Amount
20	STAPLER standard size, No.35 staple wire		
21	AIR FRESHENER, lemon scent, 320ml, spray		
22	BATHROOM TISSUE, 12's, 3 ply, good quality		
23	DETERGENT POWDER, 1kilo/pouch		
24	DISHWASHING LIQUID, 250ml		
25	FABRIC CONDITIONER, sachet		
26	TOILET BOWL CLEANER, 1000ml		
27	CORRECTION TAPE, 5mmx12m		
28	CALCULATOR, standard, 12 digits, heavy duty		
29	STICK GLUE, big		
30	GLUE GUN, heavy duty		
31	STAMP PAD		
32	SCOTCH TAPE, 18mm, 5yds.		
33	PLASTIC CELLULOID		
34	RECORD BOOK, 300pages		
35	long EXPANDING FOLDER		
36	PUSH PIN, 100's/box		
37	PAPER CLIP, 50mm, 120g		

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. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 5 – Office Supplies (HRMO)**

Item	Item/Description	Unit Price	Total Amount
1	BROTHER INK for DCP-T710W, BT-D60, black		
2	BROTHER INK for DCP-T710W, BT5000, yellow		
3	BROTHER INK for DCP-T710W, BT5000, cyan		
4	BROTHER INK for DCP-T710W, BT5000, magenta		
5	EPSON INK #664, 100ml, cyan		
6	EPSON INK #664, 100ml, magenta		
7	EPSON INK #664, 100ml, yellow		
8	BOND PAPER, A4, subs.20, 70gsm		
9	BOND PAPER, legal, subs.20, 70gsm		
10	PAPER CLIP, vinyl, plastic coated, 50mm		
11	PAPER CLIP, vinyl, plastic coated, 33mm		

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. 2024-0037

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 1-6)* in conformity with the said Bidding Documents.

**Lot 6 – Office Supplies (PESO)**

Item	Item/Description	Unit Price	Total Amount
1	TOILET TISSUE PAPER, 2 ply, 100% recycled, 12roll/pack		
2	ARCH FILE, horizontal long, with tagila lock, size 3"x9x15.5		
3	FOLDER PRESSBOARD, green		
4	VELLUM BOARD, legal		
5	ALCOHOL, isopropyl, 500ml, flip cap bottle		
6	RECORD BOOK, 500 pages		
7	BALLPEN, 0.5mm, black ink, 50pcs		
8	PENCIL LEAD, with eraser, 12pcs/box		
9	PERMANENT MARKER, broad, black, blue		
10	STAPLE WIRE No.35		
11	WHITE GLUE, all purpose, 240g		
12	PLASTIC PAPER FASTENER, 7cm, 50's		
13	PLASTIC ENVELOP, expanded with handle, legal, push lock		
14	BINDER CLIP, 1-1/4 inch		
15	BINDER CLIP, 1inch		
16	BINDER CLIP, 2", 51mm		
17	PENTEL PEN INK, refill, black		
18	STAMP PAD, violet		

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 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. 2024-0037 Page \_\_\_ of \_\_\_

**Lot 1 – 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. 2024-0037 Page \_\_\_\_ of \_\_\_\_

**Lot 2 – Office Supplies (BAC)**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	AIR FRESHENER, aerosol spray, lemon, 320ml		6 cans						
2	ISOPROPYL ALCOHOL with moisturizer, 500ml		12 bottles						
3	BALLPOINT PEN, black, 0.5/0.7mm writing thickness, 12/box		2 boxes						
4	BATTERY, AAA, zero added mercury & cadmium, 4 pcs/pack		1 pack						
5	BATTERY, AA, zero added mercury & cadmium, 4 pcs/pack		1 pack						
6	BOND PAPER, A4, subs.20, 70gsm		170 reams						
7	BOND PAPER, legal, subs.20, 70gsm		50 reams						
8	CANON INK CARTRIDGE, CL-811 (color)		2 cart						
9	CANON INK CARTRIDGE, PG-810 (black)		4 cart						
10	CLIP, backfold, 1"		3 boxes						
11	CLIP, backfold, 2"		6 boxes						
12	CLIPBOARD, A4, brown, wooden		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	CLIPBOARD, legal, brown, wooden		1 piece						
14	CORRECTION TAPE, 5mmx12m		12 pieces						
15	ERASER, staedlier, combination of white & blue		3 pieces						
16	FILM MARKER, 7 neon colors in a pack, semi transparent & strong		6 packs						
17	FOLDER PRESSBOARD, white		36 pieces						
18	INK FOR CANON PRINTER, No.71 (cyan, magenta & yellow), 135ml/bottle, 3 bottles/set		2 sets						
19	INK for EPSON PRINTER, No.003 (black), 135ml		4 bottles						
20	INK for EPSON PRINTER, No.003 (cyan, magenta & yellow), 3 bottles/set		2 sets						
21	PLASTIC COMB BINDING RING, 16mm, A4 (black or blue), PVC plastic, 21 holes (100 pcs/box)		3 boxes						
22	PLASTIC COMB BINDING RING, 1" (25mm), A4 (black or blue), PVC plastic, (10pcs/pack)		20 packs						
23	PLASTIC COMB BINDING RING, 1.5" (38mm), A4 (black or blue), PVC plastic, (10pcs/pack)		10 packs						
24	PLASTIC COMB BINDING RING, 2" (51mm), A4 (black or blue), PVC plastic, (10pcs/pack)		10 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)
25	RECORD BOOK, 300pages		6 pieces						
26	RUBBER BAND FLAT, No.18, yellow, 350grams		2 boxes						
27	RUBBER FINGER THIMBLES, (5/pack – green & blue)		4 packs						
28	RULER, 12" plastic, clear		3 pieces						
29	SIGN PEN, gelpen, 0.5, black		12 pieces						
30	SPECIALTY BOARD PAPER, 220gsm, A4, pale cream, 10's		30 packs						
31	SPECIALTY BOARD PAPER, 220gsm, long, pale cream, 10's		12 packs						
32	STAPLE WIRE, #35		2 boxes						
33	STICKY NOTE, 2x3 inches, yellow, 100/pad		6 pads						
34	TOILET TISSUE PAPER, 2ply, 100% virgin pulp, 12 rolls/pack		12 packs						
35	TONER for INEO copier		1 cart						
36	TONER for GESTETNER copier		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. 2024-0037 Page \_\_\_\_ of \_\_\_\_

**Lot 3 – Office Supplies (MDRRMO)**

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		20 reams						
2	CLIP, backfold, 15mm		10 boxes						
3	CLIP, backfold, 19mm		10 boxes						
4	CLIP, backfold, 25mm		10 boxes						
5	CLIP, backfold, 51mm		10 boxes						
6	RAGS, all cotton		5 bundles						
7	TISSUE PAPER, interfolded paper towel		10 packs						
8	CORRECTION TAPE		12 pieces						
9	L-TYPE BROWN FOLDER, legal		5 packs						
10	SCOTCH TAPE, 1 inch		25 roll						
11	PACKAGING TAPE, transparent		50 pieces						
12	THUMB TACKS, 24box/box		1 box						
13	MANILA PAPER, 24pcs/roll		1 roll						
14	WALL/BOOK COVER, self-adhesive, 10m/pc		80 pieces						
15	TOILET PAPER, double ply		20 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)
16	MASKING TAPE, 1 inch		15 roll						
17	DOCUMENTS STORAGE BOX/ORGANIZER, foldable, 50cmx40cmx30cm		6 pieces						
18	CERTIFICATE HOLDER, A4		100 pieces						
19	8-in-1 USB/OTG hub multi port adapter		3 sets						
20	ROOM/AIR FRESHENER, aerosol type, 320ml		5 container						

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. 2024-0037 Page \_\_\_ of \_\_\_

**Lot 4 – Office Supplies (MHO)**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	BOND PAPER, hard copy, 80gsm, subs 20, 500sheets, A4		50 reams						
2	BOND PAPER, hard copy, 80gsm, subs 20, sheets, legal		50 reams						
3	BROTHER GENUINE INK BTD60/BT5000 set of 4 (black, cyan, magenta, yellow)		7 sets						
4	BALLPOINT PEN, black 0.5, good quality		80 pieces						
5	BATTERY DRY CELL, AA, 2pcs/pack		24 pack						
6	BATTERY DRY CELL, AAA, 2pcs/pack		24 pack						
7	BROWN ENVELOPE, A4		50 pieces						
8	BROWN ENVELOPE, legal		50 pieces						
9	COLUMNAR BOOKS, 24 columns		5 pieces						
10	COLUMNAR BOOKS, 4 columns		5 pieces						
11	DOUBLE-SIDED TAPE, 18mmx10mm (3m)		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)
12	FOLDER, white, legal		52 pieces						
13	GLUE, 130g all-purpose		15 pieces						
14	HIGHLIGHTER SET, pastel/neon, 6's/set		2 sets						
15	PENCIL No.2		7 box						
16	REFILLABLE PERMANENT MARKER, black, good quality		12 pieces						
17	SCISSORS SYMMETRICAL BLADE, length 65mm, 1pc		3 pieces						
18	SPECIALTY VELUM BOARD, 220gsm, white, A4, 10pcs/pack		20 pack						
19	CERTIFICATE HOLDER, A4		15 pieces						
20	STAPLER standard size, No.35 staple wire		6 box						
21	AIR FRESHENER, lemon scent, 320ml, spray		5 bottle						
22	BATHROOM TISSUE, 12's, 3 ply, good quality		10 packs						
23	DETERGENT POWDER, 1kilo/pouch		4 pouch						
24	DISHWASHING LIQUID, 250ml		4 pack						
25	FABRIC CONDITIONER, sachet		4 dozen						
26	TOILET BOWL CLEANER, 1000ml		4 bottle						
27	CORRECTION TAPE, 5mmx12m		15 pieces						
28	CALCULATOR, standard, 12 digits, heavy duty		5 unit						

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)
29	STICK GLUE, big		10 pieces						
30	GLUE GUN, heavy duty		2 pieces						
31	STAMP PAD		2 pieces						
32	SCOTCH TAPE, 18mm, 5yds.		15 roll						
33	PLASTIC CELLULOID		2 roll						
34	RECORD BOOK, 300pages		20 pieces						
35	long EXPANDING FOLDER		50 pieces						
36	PUSH PIN, 100's/box		5 box						
37	PAPER CLIP, 50mm, 120g		10 box						

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

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

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

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

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

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

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. ITB No. 2024-0037 Page \_\_\_\_ of \_\_\_\_

**Lot 5 – Office Supplies (HRMO)**

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	BROTHER INK for DCP-T710W, BT-D60, black		3 bottle						
2	BROTHER INK for DCP-T710W, BT5000, yellow		4 bottle						
3	BROTHER INK for DCP-T710W, BT5000, cyan		4 bottle						
4	BROTHER INK for DCP-T710W, BT5000, magenta		3 bottle						
5	EPSON INK #664, 100ml, cyan		3 bottle						
6	EPSON INK #664, 100ml, magenta		3 bottle						
7	EPSON INK #664, 100ml, yellow		3 bottle						
8	BOND PAPER, A4, subs.20, 70gsm		20 reams						
9	BOND PAPER, legal, subs.20, 70gsm		10 reams						
10	PAPER CLIP, vinyl, plastic coated, 50mm		3 box						
11	PAPER CLIP, vinyl, plastic coated, 33mm		3 box						

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



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

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

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

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

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

**Price Schedule for Goods Offered from Within the Philippines**  
*(shall be submitted with the Bid if bidder is offering goods from within the Philippines)*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. ITB No. 2024-0037 Page \_\_\_\_ of \_\_\_\_

**Lot 6 – Office Supplies (PESO)**

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	TOILET TISSUE PAPER, 2 ply, 100% recycled, 12roll/pack		10 pack						
2	ARCH FILE, horizontal long, with tagila lock, size 3"x9x15.5		7 pieces						
3	FOLDER PRESSBOARD, green		120 pieces						
4	VELLUM BOARD, legal		6 pack						
5	ALCOHOL, isopropyl, 500ml, flip cap bottle		12 bottle						
6	RECORD BOOK, 500 pages		10 pieces						
7	BALLPEN, 0.5mm, black ink, 50pcs		1 box						
8	PENCIL LEAD, with eraser, 12pcs/box		3 box						
9	PERMANENT MARKER, broad, black, blue		2 box						
10	STAPLE WIRE No.35		6 box						
11	WHITE GLUE, all purpose, 240g		2 jar						
12	PLASTIC PAPER FASTENER, 7cm, 50's		3 box						
13	PLASTIC ENVELOP, expanded with handle, legal, push lock		2 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	BINDER CLIP, 1-1/4 inch	3 box							
15	BINDER CLIP, 1inch	4 box							
16	BINDER CLIP, 2", 51mm	5 box							
17	PENTEL PEN INK, refill, black	2 bottle							
18	STAMP PAD, violet	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]*

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

**BID SECURING DECLARATION**  
**PROCUREMENT OF OFFICE SUPPLIES (LOT 1-6)**  
**Project Identification No.: ITB No. 2024-0037**

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)

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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)

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**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: \_\_\_\_\_  
 Designation: Printed Name & Signature  
 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 bidded)
- 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 (NFFCC).
- iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)



















Republic of the Philippines



Government Procurement Policy Board