



MUNICIPALITY OF SANTA FE, ROMBLON

PHILIPPINE BIDDING DOCUMENTS

for the

**PROCUREMENT OF OFFICE
SUPPLIES & OTHER SUPPLIES &
MATERIALS (LOT 1-11)**

Date of Public Bidding: March 10, 2025, 1:30 P.M.

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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[j])

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

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THE BIDS AND AWARDS COMMITTEE

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

1. The **Municipal Government of Santa Fe, Romblon**, through the **General Fund 2025¹** intends to apply the sum of **Two Hundred Fifty One Thousand One Hundred Twenty One Pesos & 91/100 (Php251,121.91)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **“Procurement of Office Supplies and Other Supplies & Materials (Lot 1-11) (ITB No. 2025-0011)”**. 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 (MSWDO)	P 39,995.00
Lot 2	Office Supplies (PWD)	P 9,975.00
Lot 3	Office Supplies (HRMO)	P 16,400.00
Lot 4	Office Supplies (PESO)	P 5,590.00
Lot 5	Office Supplies (MPDC)	P 24,269.26
Lot 6	Office Supplies (Assessor)	P 22,654.65
Lot 7	Office Supplies (MEO)	P 27,304.00
Lot 8	Office Supplies (MTO)	P 31,221.00
Lot 9	Office Supplies (MCR)	P 19,688.00
Lot 10	Office Supplies (MDRRMO)	P 50,000.00
Lot 11	Other Supplies & Materials (MCR)	P 4,025.00

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.

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

4. Prospective Bidders may obtain further information from **Municipal Government of Santa Fe** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 18, 2025 to March 10, 2025** from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **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 **March 10, 2025 at 1:30 P.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **March 10, 2025 at 1:30 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Municipal Government of Santa Fe, Romblon reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

ENGR. 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 and Other Supplies & Materials (Lot 1-11)**, with identification number **ITB No. 2025-0011**

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Fund 2025** in the amount of **Two Hundred Fifty One Thousand One Hundred Twenty One Pesos & 91/100 (P251,121.91)**.

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

- 7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- b. 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 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 Declaration² 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.

² 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.

In addition, each bidder shall submit two (2) additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

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> <ul style="list-style-type: none"> a. <i>Sale and delivery of:</i> <i>Lot 1-10 – Office Supplies</i> <i>Lot 11 – Other Supplies & Materials</i> b. completed within three (3) years prior to the deadline for the submission and receipt of bids. c. Prospective bidders need to submit one SLCC per lot <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> <ul style="list-style-type: none"> 1. For bid Security, if the bidder opted to submit Bid Securing Declaration, use the prescribed form provided in this Bidding Document 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 3. NFCC computation should be pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184 4. Please provide or present brochure of equipment and furniture for Lot 5-8 on bid opening <p>Using other forms not prescribed in this Bidding Document is a ground for disqualification of bids.</p>
12	<p>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.</p>

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" data-bbox="411 338 1305 1160"> <thead> <tr> <th data-bbox="411 338 571 439">BID SECURITY</th> <th data-bbox="571 338 810 439">Cash or Cashier's/ Manager's Check</th> <th data-bbox="810 338 1038 439">Bank Draft/Guarantee</th> <th data-bbox="1038 338 1305 439">Surety Bond</th> </tr> </thead> <tbody> <tr><td data-bbox="411 439 571 495">Lot 1</td><td data-bbox="571 439 810 495">P 799.90</td><td data-bbox="810 439 1038 495">P 799.90</td><td data-bbox="1038 439 1305 495">P 1,999.75</td></tr> <tr><td data-bbox="411 495 571 551">Lot 2</td><td data-bbox="571 495 810 551">P 199.50</td><td data-bbox="810 495 1038 551">P 199.50</td><td data-bbox="1038 495 1305 551">P 498.75</td></tr> <tr><td data-bbox="411 551 571 607">Lot 3</td><td data-bbox="571 551 810 607">P 328.00</td><td data-bbox="810 551 1038 607">P 328.00</td><td data-bbox="1038 551 1305 607">P 820.00</td></tr> <tr><td data-bbox="411 607 571 663">Lot 4</td><td data-bbox="571 607 810 663">P 111.80</td><td data-bbox="810 607 1038 663">P 111.80</td><td data-bbox="1038 607 1305 663">P 279.50</td></tr> <tr><td data-bbox="411 663 571 719">Lot 5</td><td data-bbox="571 663 810 719">P 485.39</td><td data-bbox="810 663 1038 719">P 485.39</td><td data-bbox="1038 663 1305 719">P 1,213.46</td></tr> <tr><td data-bbox="411 719 571 775">Lot 6</td><td data-bbox="571 719 810 775">P 543.09</td><td data-bbox="810 719 1038 775">P 543.09</td><td data-bbox="1038 719 1305 775">P 1,132.73</td></tr> <tr><td data-bbox="411 775 571 831">Lot 7</td><td data-bbox="571 775 810 831">P 546.08</td><td data-bbox="810 775 1038 831">P 546.08</td><td data-bbox="1038 775 1305 831">P 1,365.20</td></tr> <tr><td data-bbox="411 831 571 887">Lot 8</td><td data-bbox="571 831 810 887">P 624.42</td><td data-bbox="810 831 1038 887">P 624.42</td><td data-bbox="1038 831 1305 887">P 1,561.05</td></tr> <tr><td data-bbox="411 887 571 943">Lot 9</td><td data-bbox="571 887 810 943">P 393.76</td><td data-bbox="810 887 1038 943">P 393.76</td><td data-bbox="1038 887 1305 943">P 984.40</td></tr> <tr><td data-bbox="411 943 571 999">Lot 10</td><td data-bbox="571 943 810 999">P 1,000.00</td><td data-bbox="810 943 1038 999">P 1,000.00</td><td data-bbox="1038 943 1305 999">P 2,500.00</td></tr> <tr><td data-bbox="411 999 571 1055">Lot 11</td><td data-bbox="571 999 810 1055">P 80.50</td><td data-bbox="810 999 1038 1055">P 80.50</td><td data-bbox="1038 999 1305 1055">P 201.25</td></tr> </tbody> </table>	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond	Lot 1	P 799.90	P 799.90	P 1,999.75	Lot 2	P 199.50	P 199.50	P 498.75	Lot 3	P 328.00	P 328.00	P 820.00	Lot 4	P 111.80	P 111.80	P 279.50	Lot 5	P 485.39	P 485.39	P 1,213.46	Lot 6	P 543.09	P 543.09	P 1,132.73	Lot 7	P 546.08	P 546.08	P 1,365.20	Lot 8	P 624.42	P 624.42	P 1,561.05	Lot 9	P 393.76	P 393.76	P 984.40	Lot 10	P 1,000.00	P 1,000.00	P 2,500.00	Lot 11	P 80.50	P 80.50	P 201.25
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19.3	<p><i>The ABC for the project is Two Hundred Fifty One Thousand One Hundred Twenty One Pesos & 91/100 (P 251,121.91) broken into the following lots:</i></p> <table border="1" data-bbox="427 1279 1385 1977"> <thead> <tr> <th data-bbox="427 1279 547 1335">Lot No.</th> <th data-bbox="547 1279 1042 1335">Name of Project</th> <th data-bbox="1042 1279 1385 1335">ABC</th> </tr> </thead> <tbody> <tr><td data-bbox="427 1335 547 1391">Lot 1</td><td data-bbox="547 1335 1042 1391">Office Supplies (MSWDO)</td><td data-bbox="1042 1335 1385 1391">P 39,995.00</td></tr> <tr><td data-bbox="427 1391 547 1447">Lot 2</td><td data-bbox="547 1391 1042 1447">Office Supplies (PWD)</td><td data-bbox="1042 1391 1385 1447">P 9,975.00</td></tr> <tr><td data-bbox="427 1447 547 1503">Lot 3</td><td data-bbox="547 1447 1042 1503">Office Supplies (HRMO)</td><td data-bbox="1042 1447 1385 1503">P 16,400.00</td></tr> <tr><td data-bbox="427 1503 547 1559">Lot 4</td><td data-bbox="547 1503 1042 1559">Office Supplies (PESO)</td><td data-bbox="1042 1503 1385 1559">P 5,590.00</td></tr> <tr><td data-bbox="427 1559 547 1615">Lot 5</td><td data-bbox="547 1559 1042 1615">Office Supplies (MPDC)</td><td data-bbox="1042 1559 1385 1615">P 24,269.26</td></tr> <tr><td data-bbox="427 1615 547 1671">Lot 6</td><td data-bbox="547 1615 1042 1671">Office Supplies (Assessor)</td><td data-bbox="1042 1615 1385 1671">P 22,654.65</td></tr> <tr><td data-bbox="427 1671 547 1727">Lot 7</td><td data-bbox="547 1671 1042 1727">Office Supplies (MEO)</td><td data-bbox="1042 1671 1385 1727">P 27,304.00</td></tr> <tr><td data-bbox="427 1727 547 1783">Lot 8</td><td data-bbox="547 1727 1042 1783">Office Supplies (MTO)</td><td data-bbox="1042 1727 1385 1783">P 31,221.00</td></tr> <tr><td data-bbox="427 1783 547 1839">Lot 9</td><td data-bbox="547 1783 1042 1839">Office Supplies (MCR)</td><td data-bbox="1042 1783 1385 1839">P 19,688.00</td></tr> <tr><td data-bbox="427 1839 547 1895">Lot 10</td><td data-bbox="547 1839 1042 1895">Office Supplies (MDRRMO)</td><td data-bbox="1042 1839 1385 1895">P 50,000.00</td></tr> <tr><td data-bbox="427 1895 547 1977">Lot 11</td><td data-bbox="547 1895 1042 1977">Other Supplies & Materials (MCR)</td><td data-bbox="1042 1895 1385 1977">P 4,025.00</td></tr> </tbody> </table>	Lot No.	Name of Project	ABC	Lot 1	Office Supplies (MSWDO)	P 39,995.00	Lot 2	Office Supplies (PWD)	P 9,975.00	Lot 3	Office Supplies (HRMO)	P 16,400.00	Lot 4	Office Supplies (PESO)	P 5,590.00	Lot 5	Office Supplies (MPDC)	P 24,269.26	Lot 6	Office Supplies (Assessor)	P 22,654.65	Lot 7	Office Supplies (MEO)	P 27,304.00	Lot 8	Office Supplies (MTO)	P 31,221.00	Lot 9	Office Supplies (MCR)	P 19,688.00	Lot 10	Office Supplies (MDRRMO)	P 50,000.00	Lot 11	Other Supplies & Materials (MCR)	P 4,025.00												
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20.2	<i>BIR Certificate of Registration and Latest income tax and business tax return fled and paid through the BIR Electronic and Payment System.</i>
21.2	<i>None</i>

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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>on project site at Municipal Hall-Poblacion, Santa Fe, Romblon</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) Original and three (3) copies of the Supplier’s Invoice showing Goods’, description, quantity, unit price and total amount; (ii) Original and three (3) copies of delivery receipt <p>For purpose of this Clause the Procuring Entity’s Representative at the Project Site are Ms. Doreen S. Gregorio and Mr. Erwin B. Gusi.</p>
	<p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 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. f. <i>[Specify additional incidental service requirements, as needed.]</i>

	<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>Spare Parts –</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"> 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 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) 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>Packaging –</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>Transportation –</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>Intellectual Property Rights –</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 (MSWDO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, long 8 ½ x13, subs.20, 70gsm	12 ream	12 ream	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	FO-GELB08 0.5 black BALLPEN, 12 pcs. per box	5 box	5 box	
3	GEL PEN, black, type: roller ball pen ink: water-based gel tip: stainless steel ball diameter: 0.5mm width of stroke: 0.25mm weight: 10.6g color: black refill: BLS-G2-5	12 piece	12 piece	
4	CARTRIDGE CANON G2020 and G3020 2 pcs. each	2 cart	2 cart	
5	HP GT-52, black	10 bottle	10 bottle	
6	HP GT-52, cyan	3 bottle	3 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	HP GT-52, yellow	4 bottle	4 bottle	
8	HP GT-52, magenta	3 bottle	3 bottle	
9	HP printhead kit tri-colour 3JB06AA, genuine	2 cart	2 cart	
10	PERMANENT MARKER, fine, black	13 piece	13 piece	
11	WHITE BOARD MARKER, black, fine	3 piece	3 piece	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
12	VELLUM BOARD, A4	29 pack	29 pack	
13	STAMP PAD, felt	4 piece	4 piece	
14	STAMP PAD, ink	6 bottle	6 bottle	
15	CLIP BACKFOLD, 25mm	20 box	20 box	
16	CLIP BACKFOLD, 32mm	20 box	20 box	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
17	CLIP BACKFOLD, 50mm	20 box	20 box	
18	DATA FILE BOX, long size: 15.5"x9.5"x4.5", green	20 piece	20 piece	
19	TAPE DISPENSER 22x9x11cm	1 unit	1 unit	
20	TOILET TISSUE PAPER, 2ply, 100% recycled	5 bundle	5 bundle	
21	DETERGENT POWDER, 1.1kg	5 pouch	5 pouch	
22	FABRIC CONDITIONER, sunrise fresh garden bloom, 660ml, refill	5 pouch	5 pouch	

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 (PWD)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ALCOHOL, 70% solution, Isopropyl, 500ml	12 piece	12 piece	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	VELLUM BOARD, A4	30 pack	30 pack	
3	BOND PAPER, A4, subs.20, 70gsm	10 ream	10 ream	
4	BOND PAPER, long, 8½ x13, subs.20, 70gsm	2 ream	2 ream	
5	TOILET TISSUE PAPER, 2ply, 100% recycled	3 bundle	3 bundle	
6	PENCIL #2	3 box	3 box	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	BINDER CLIP, 1"	5 box	5 box	
8	BINDER CLIP, ¾	5 box	5 box	
9	FO-GELB08 0.5 black BALLPEN, 12 pcs per box	4 box	4 box	
10	MULTI-PURPOSE GLUE, 240ml	10 bottle	10 bottle	

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 (HRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BROTHER INK for DCP-T710W, BT-D60, black	4 bottle	4 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
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	4 bottle	4 bottle	
5	EPSON INK #664, 70ml, black	4 bottle	4 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
6	EPSON INK #664, 70ml, cyan	4 bottle	4 bottle	
7	EPSON INK #664, 70ml, magenta	4 bottle	4 bottle	
8	EPSON INK #664, 70ml, yellow	4 bottle	4 bottle	

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 (PESO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ARCH FILE horizontal long, with tagila lock, size 3'x9.5x15	12 piece	12 piece	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25's	1 tube	1 tube	
3	USB WIRED KEYBOARD and mouse combo	2 piece	2 piece	
4	HIGHLIGHTER, green, blue, yellow green	6 piece	6 piece	
5	STAPLER with staple wire remover	3 piece	3 piece	
6	VELLUM BOARD, legal, 220gsm, cream, 10/pack	6 pack	6 pack	

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

Name of Company/Bidder	Signature over printed name	Date
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Schedule of Requirements

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

Lot 5 – Office Supplies (MPDC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/box	3 box	3 box	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	DOORMAT, rectangle, anti-slip, color: grey, size: 60x40 cm, polyester	2 piece	2 piece	
3	FILE RACK ORGANIZER, heavy duty, three-tier file document tray, white, dimensions: 26 x 34 x 15.5cm (WxLxH), width between each tiers :5.5 cm	4 piece	4 piece	
4	GLASS CLEANER, spray, 500ml, anti-bacterial,	1 bottle	1 bottle	
5	INK Epson 003 (Black)	2 bottle	2 bottle	
6	INK Epson 003 (Magenta)	2 bottle	2 bottle	
7	INK Epson 003 (Yellow)	2 bottle	2 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
8	INK Epson 003 (Cyan)	2 bottle	2 bottle	
9	INK Epson 008 (Black), 135 ml, pigmented	5 bottle	5 bottle	
10	INK Epson 008 (Magenta), 70ml, pigmented	2 bottle	2 bottle	
11	INK Epson 008 (Cyan), 70 ml, pigmented	2 bottle	2 bottle	
12	INK Epson 008 (Yellow), 70 ml, pigmented	2 bottle	2 bottle	
13	INTERNET SECURITY, 7 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup,4, Password Manager, VPN private internet connection, Parental Control, validity up to 2 years	1 unit	1 unit	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
14	PLASTIC COMB BINDER RINGS, PVC,legal, 23 holes, 2-inches: Approx 250 sheets binding, black, 50 pcs/ box	1 box	1 box	
15	TABLE COVER, clear plastic, waterproof, heat resistant and easy to clean, dimension: Two (2) piece (200cm L x 60cm W x 3mm T); Two (2) piece (120cm L x 60cm W x 3mm T); Four (4) piece (80cm L x 40cm W x 3mm T)	1 set	1 set	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
16	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream	2 pack	2 pack	
17	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream	2 pack	2 pack	

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 (Assessor)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	WATER BASEDESSENTIAL OIL for humidifier (fresh bamboo), 1 liter	5 bottles	5 bottles	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	BOND PAPER, ultra white, subs 20/70gsm, letter	10 reams	10 reams	
3	EPSON INK 003, black	5 bottles	5 bottles	
4	EPSON INK 003, yellow	3 bottles	3 bottles	
5	EPSON INK 003, magenta	3 bottles	3 bottles	
6	EPSON INK 003, cyan	3 bottles	3 bottles	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	DISHWASHING LIQUID, 1 liter, calamansi	2 bottles	2 bottles	
8	DTR No.48	10 pads	10 pads	
9	BINDER CLIP, 1"	5 box	5 box	
10	BROWN ENVELOPE, short	47 dozens	47 dozens	
11	DOUBLE-SIDED ABSORBENT TOWEL cleaning	5 pieces	5 pieces	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
12	MESH DESK ORGANIZER, oval, black	1 piece	1 piece	
13	DOORMAT FLOOR ANTI-SLIP, gray	3 pieces	3 pieces	
14	MAGFILE, closed, horizontal, legal	12 pieces	12 pieces	
15	SQUEEGEE CLEANER WINDOW with cloth refill pad	1 piece	1 piece	

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

Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

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

Lot 7 – Office Supplies (MEO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/box	4 box	4 box	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	AIR FRESHENER, spray, 320ml	3 bottle	3 bottle	
3	INK BROTHER BT 5000M 48.8ml, yellow	4 bottle	4 bottle	
4	INK BROTHER BT 5000M 48.8ml, cyan	2 bottle	2 bottle	
5	INK BROTHER BT 5000M 48.8ml, magenta	2 bottle	2 bottle	
6	INK BROTHER BT 5000M 48.8ml, black	2 bottle	2 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	INK EPSON 001, black	4 bottle	4 bottle	
8	INK EPSON 001, magenta	3 bottle	3 bottle	
9	INK EPSON 001, yellow	3 bottle	3 bottle	
10	INK EPSON 001, cyan	3 bottle	3 bottle	
11	INK EPSON 664, black	3 bottle	3 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
12	INK EPSON 664, magenta	2 bottle	2 bottle	
13	INK EPSON 664, cyan	2 bottle	2 bottle	
14	INK EPSON 664, yellow	2 bottle	2 bottle	
15	DAILY TIME RECORD, prescribed CSC Form No.48	29 pads	29 pads	
16	TONER HP, laser jet, P1102	2 piece	2 piece	
17	TONER MP2014	1 piece	1 piece	

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

Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

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

Lot 8 – Office Supplies (MTO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BATTERY, heavy duty, AAA, 2pcs per blister	6 packs	6 packs	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	BROTHER INK, BT5000C ink bottle cyan, genuine	1 bottle	1 bottle	
3	BROTHER INK, BT5000M ink bottle magenta, genuine	1 bottle	1 bottle	
4	BROTHER INK, BT5000Y, ink bottle	1 bottle	1 bottle	
5	BROTHER INK, BT60BK, genuine	2 bottle	2 bottle	
6	CALCULATOR, standard-MX-12B, black	6 unit	6 unit	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	CLEANER, TOILET BOWL & URINAL, 1000ml	3 bottle	3 bottle	
8	EPSON 003 INK, BT5000M ink bottle, magenta, genuine	1 bottle	1 bottle	
9	EPSON 003 INK, BT5000C ink bottle, cyan, genuine	1 bottle	1 bottle	
10	EPSON 003 INK, BT5000Y ink bottle, yellow, genuine	1 bottle	1 bottle	
11	EPSON 003 INK, BT60BK, genuine	2 bottle	2 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
12	MAGE MARKERS 670-5AN, 5 colors	2 packs	2 packs	
13	SCOTCH DOUBLE-SIDED TAPE, white, 24mmx10m	2 pieces	2 pieces	
14	STARFILE STORAGE BOX, size: 11"x15 5/8"x11" (WxLxH), midnight blue	10 pieces	10 pieces	
15	STORAGE CONTAINER – plastic with cover, clear, 120L, 66x47x44cm, sturdy and durable	10 pieces	10 pieces	
16	VINYL ELECTRICAL TAPE, black, 19mmx16m	3 pieces	3 pieces	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
17	PAPER CLIPS VINYL coated assorted, 33mm, 100s	12 boxes	12 boxes	
18	PAPER CLIPS VINYL coated assorted, 50mm, 100s	12 boxes	12 boxes	
19	GELPEN REFILL, 0.5, black	20 pieces	20 pieces	
20	FLEXTOK RETRACTABLE PEN FO-GELB036, black	50 pieces	50 pieces	
21	ERASER sz-20, large, black	10 pieces	10 pieces	
22	PENCIL #2, medium, yellow, 12/box	3 boxes	3 boxes	

Schedule of Requirements

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

Lot 9 – Office Supplies (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ANTIVIRUS, 5 devices, 2 years	1 piece	1 piece	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	30 piece	30 piece	
3	EPSON LABELWPRKS TAPE CARTRIDGE, LK-4WBN model	3 piece	3 piece	
4	EPSON INK #003, black, 65ml	4 bottle	4 bottle	
5	EPSON INK #003, magenta, 65ml	2 bottle	2 bottle	
6	EPSON INK #003, cyan, 65ml	2 bottle	2 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	EPSON INK #003, yellow, 65ml	2 bottle	2 bottle	
8	OTG FLASH DRIVE, for iphone 14/15, 1TB with type-C	1 piece	1 piece	
9	USB FLASH DRIVE, 32GB	2 piece	2 piece	

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

Name of Company/Bidder	Signature over printed name	Date
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Schedule of Requirements

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

Lot 10 – Office Supplies (MDRRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, multi-purpose, A4 subs, 24/80gsm	50 reams	50 reams	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	BOND PAPER, multi-purpose, legal subs, 24/80gsm	10 reams	10 reams	
3	A4 SENTINIZED ACETATE FILM @100/box	1 box	1 box	
4	¾ inch black BINDER CLIPS @12 clips/box	25 box	25 box	
5	1-inch black, BINDER CLIPS @12 clips/box	25 box	25 box	
6	2-inch black, BINDER CLIPS @12 clips/box	25 box	25 box	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
7	A4 L-type FOLDERS	2 reams	2 reams	
8	Legal size FOLDERS	5 reams	5 reams	
9	short size BROWN ENVELOPES @100pcs/ream	2 reams	2 reams	
10	legal size BROWN ENVELOPES @100pcs/ream	5 reams	5 reams	
11	PERMANENT MARKER, black	12 pieces	12 pieces	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
12	WHITEBOARD MARKER, black	6 pieces	6 pieces	
13	WHITEBOARD ERASER	2 pieces	2 pieces	
14	STAMP PAD FELT, blue	4 pieces	4 pieces	
15	EPSON INK REFILL 664, 70ml, black	15 bottle	15 bottle	
16	EPSON INK REFILL 664, 70ml, cyan	7 bottle	7 bottle	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
17	EPSON INK REFILL 664, 70ml, magenta	7 bottle	7 bottle	
18	EPSON INK REFILL 664, 70ml, yellow	7 bottle	7 bottle	
19	TISSUE PAPER, double ply	20 roll	20 roll	

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 11 – Office Supplies (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR PURIFIER FILTER, daikin-model: MC40UVM6	1 piece	1 piece	Within 30 working days after supplier's receipt of Notice to Proceed (Monday to Friday except on Holidays)
2	AIR PURIFIER FILTER, aerolux brand-model: AP99S	1 piece	1 piece	
3	PEBBLE BLUETOOTH wireless mouse with customizable button	1 piece	1 piece	

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

Name of Company/Bidder	Signature over printed name	Date
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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 (MSWDO)

Item	Specification	Statement of Compliance
1	BOND PAPER, long 8 ½ x13, subs.20, 70gsm	
2	FO-GELB08 0.5 black BALLPEN, 12 pcs. per box	
3	GEL PEN, black, type: roller ball pen ink: water-based gel tip: stainless steel ball diameter: 0.5mm width of stroke: 0.25mm weight: 10.6g color: black refill: BLS-G2-5	
4	CARTRIDGE CANON G2020 and G3020 2 pcs. each	
5	HP GT-52, black	
6	HP GT-52, cyan	
7	HP GT-52, yellow	
8	HP GT-52, magenta	
9	HP printhead kit tri-colour 3JB06AA, genuine	
10	PERMANENT MARKER, fine, black	
11	WHITE BOARD MARKER, black, fine	
12	VELLUM BOARD, A4	
13	STAMP PAD, felt	
14	STAMP PAD, ink	
15	CLIP BACKFOLD, 25mm	
16	CLIP BACKFOLD, 32mm	
17	CLIP BACKFOLD, 50mm	
18	DATA FILE BOX, long size: 15.5”x9.5”x4.5”, green	
19	TAPE DISPENSER 22x9x11cm	
20	TOILET TISSUE PAPER, 2ply, 100% recycled	
21	DETERGENT POWDER, 1.1kg	
22	FABRIC CONDITIONER, sunrise fresh garden bloom, 660ml, refill	
23	ANTIBACTERIAL DISINFECTANT SPRAY, cleaner early morning breeze, 170g	
24	LIQUID HAND SOAP, 500ml	
25	DETERGENT BAR, 360g, long bar	
26	BROOM, walis tambo	
27	BATHROOM DEODORIZER, 100gram	
28	SHOE BOX ORGANIZER, size: XL:33.5cmx24.5cmx17.5cm, black	

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

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Lot 2 – Office Supplies (PWD)

Item	Specification	Statement of Compliance
1	ALCOHOL, 70% solution, Isopropyl, 500ml	
2	VELLUM BOARD, A4	
3	BOND PAPER, A4, subs.20, 70gsm	
4	BOND PAPER, long, 8½ x13, subs.20, 70gsm	
5	TOILET TISSUE PAPER, 2ply, 100% recycled	
6	PENCIL #2	
7	BINDER CLIP, 1”	
8	BINDER CLIP, ¾	
9	FO-GELB08 0.5 black BALLPEN, 12 pcs per box	
10	MULTI-PURPOSE GLUE, 240ml	

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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 (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, 70ml, black	
6	EPSON INK #664, 70ml, cyan	
7	EPSON INK #664, 70ml, magenta	
8	EPSON INK #664, 70ml, yellow	

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

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

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

Lot 4 – Office Supplies (PESO)

Item	Specification	Statement of Compliance
1	ARCH FILE horizontal long, with tagila lock, size 3’x9.5x15	
2	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25’s	
3	USB WIRED KEYBOARD and mouse combo	
4	HIGHLIGHTER, green, blue, yellow green	
5	STAPLER with staple wire remover	
6	VELLUM BOARD, legal, 220gsm, cream, 10/pack	

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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 (MPDC)

Item	Specification	Statement of Compliance
1	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/ box	
2	DOORMAT, rectangle, anti-slip, color: grey, size: 60x40 cm, polyester	
3	FILE RACK ORGANIZER, heavy duty, three-tier file document tray, white, dimensions: 26 x 34 x 15.5cm (WxLxH), width between each tiers :5.5 cm	
4	GLASS CLEANER, spray, 500ml, anti-bacterial,	
5	INK Epson 003 (Black)	
6	INK Epson 003 (Magenta)	
7	INK Epson 003 (Yellow)	
8	INK Epson 003 (Cyan)	
9	INK Epson 008 (Black), 135 ml, pigmented	
10	INK Epson 008 (Magenta), 70ml, pigmented	
11	INK Epson 008 (Cyan), 70 ml, pigmented	
12	INK Epson 008 (Yellow), 70 ml, pigmented	
13	INTERNET SECURITY, 7 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup,4, Password Manager, VPN private internet connection, Parental Control, validity up to 2 years	
14	PLASTIC COMB BINDER RINGS, PVC,legal, 23 holes, 2-inches: Approx 250 sheets binding, black, 50 pcs/ box	
15	TABLE COVER, clear plastic, waterproof, heat resistant and easy to clean, dimension: Two (2) piece (200cm L x 60cm W x 3mm T); Two (2) piece (120cm L x 60cm W x 3mm T); Four (4) piece (80cm L x 40cm W x 3mm T)	
16	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream	
17	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream	

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

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

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

Lot 6 – Office Supplies (Assessor)

Item	Specification	Statement of Compliance
1	WATER BASEDESSENTIAL OIL for humidifier (fresh bamboo), 1 liter	
2	BOND PAPER, ultra white, subs 20/70gsm, letter	
3	EPSON INK 003, black	
4	EPSON INK 003, yellow	
5	EPSON INK 003, magenta	
6	EPSON INK 003, cyan	
7	DISHWASHING LIQUID, 1 liter, calamansi	
8	DTR No.48	
9	BINDER CLIP, 1”	
10	BROWN ENVELOPE, short	
11	DOUBLE-SIDED ABSORBENT TOWEL cleaning	
12	MESH DESK ORGANIZER, oval, black	
13	DOORMAT FLOOR ANTI-SLIP, gray	
14	MAGFILE, closed, horizontal, legal	
15	SQUEEGEE CLEANER WINDOW with cloth refill pad	

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

Name of Company/Bidder
Signature over printed name
Date

Technical Specifications

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

Lot 7 – Office Supplies (MEO)

Item	Specification	Statement of Compliance
1	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/box	
2	AIR FRESHENER, spray, 320ml	
3	INK BROTHER BT 5000M 48.8ml, yellow	
4	INK BROTHER BT 5000M 48.8ml, cyan	
5	INK BROTHER BT 5000M 48.8ml, magenta	
6	INK BROTHER BT 5000M 48.8ml, black	
7	INK EPSON 001, black	
8	INK EPSON 001, magenta	
9	INK EPSON 001, yellow	
10	INK EPSON 001, cyan	
11	INK EPSON 664, black	
12	INK EPSON 664, magenta	
13	INK EPSON 664, cyan	
14	INK EPSON 664, yellow	
15	DAILY TIME RECORD, prescribed CSC Form No.48	
16	TONER HP, laser jet, P1102	
17	TONER MP2014	

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

Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

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

Lot 8 – Office Supplies (MTO)

Item	Specification	Statement of Compliance
1	BATTERY, heavy duty, AAA, 2pcs per blister	
2	BROTHER INK, BT5000C ink bottle cyan, genuine	
3	BROTHER INK, BT5000M ink bottle magenta, genuine	
4	BROTHER INK, BT5000Y, ink bottle	
5	BROTHER INK, BT60BK, genuine	
6	CALCULATOR, standard-MX-12B, black	
7	CLEANER, TOILET BOWL & URINAL, 1000ml	
8	EPSON 003 INK, BT5000M ink bottle, magenta, genuine	
9	EPSON 003 INK, BT5000C ink bottle, cyan, genuine	
10	EPSON 003 INK, BT5000Y ink bottle, yellow, genuine	
11	EPSON 003 INK, BT60BK, genuine	
12	MAGE MARKERS 670-5AN, 5 colors	
13	SCOTCH DOUBLE-SIDED TAPE, white, 24mmx10m	
14	STARFILE STORAGE BOX, size: 11"x15 5/8"x11" (WxLxH), midnight blue	
15	STORAGE CONTAINER – plastic with cover, clear, 120L, 66x47x44cm, sturdy and durable	
16	VINYL ELECTRICAL TAPE, black, 19mmx16m	
17	PAPER CLIPS VINYL coated assorted, 33mm, 100s	
18	PAPER CLIPS VINYL coated assorted, 50mm, 100s	
19	GELPEN REFILL, 0.5, black	
20	FLEXTOK RETRACTABLE PEN FO-GELB036, black	
21	ERASER sz-20, large, black	
22	PENCIL #2, medium, yellow, 12/box	
23	3M SCOTCH CELO TAPE utility clear, 24mmx30m	
24	OFFICE WAREHOUSE ,AGFILE CLOSED horizontal, blue, legal	
25	OFFICE BINDER CLIP, black, 1 ¼", 12s	

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

Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

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

Lot 9 – Office Supplies (MCR)

Item	Specification	Statement of Compliance
1	ANTIVIRUS, 5 devices, 2 years	
2	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"	
3	EPSON LABELWPRKS TAPE CARTRIDGE, LK-4WBN model	
4	EPSON INK #003, black, 65ml	
5	EPSON INK #003, magenta, 65ml	
6	EPSON INK #003, cyan, 65ml	
7	EPSON INK #003, yellow, 65ml	
8	OTG FLASH DRIVE, for iphone 14/15, 1TB with type-C	
9	USB FLASH DRIVE, 32GB	

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

Name of Company/Bidder
Signature over printed name
Date

Technical Specifications

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

Lot 10 – Office Supplies (MDRRMO)

Item	Specification	Statement of Compliance
1	BOND PAPER, multi-purpose, A4 subs, 24/80gsm	
2	BOND PAPER, multi-purpose, legal subs, 24/80gsm	
3	A4 SENTINIZED ACETATE FILM @100/box	
4	¾ inch black BINDER CLIPS @12 clips/box	
5	1-inch black, BINDER CLIPS @12 clips/box	
6	2-inch black, BINDER CLIPS @12 clips/box	
7	A4 L-type FOLDERS	
8	Legal size FOLDERS	
9	short size BROWN ENVELOPES @100pcs/ream	
10	legal size BROWN ENVELOPES @100pcs/ream	
11	PERMANENT MARKER, black	
12	WHITEBOARD MARKER, black	
13	WHITEBOARD ERASER	
14	STAMP PAD FELT, blue	
15	EPSON INK REFILL 664, 70ml, black	
16	EPSON INK REFILL 664, 70ml, cyan	
17	EPSON INK REFILL 664, 70ml, magenta	
18	EPSON INK REFILL 664, 70ml, yellow	
19	TISSUE PAPER, double ply	

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

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

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

Lot 11 – Office Supplies (MCR)

Item	Specification	Statement of Compliance
1	AIR PURIFIER FILTER, daikin-model: MC40UVM6	
2	AIR PURIFIER FILTER, aerolux brand-model: AP99S	
3	PEBBLE BLUETOOTH wireless mouse with customizable button	

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

Name of Company/Bidder	Signature over printed name	Date
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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.

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. :
ITB No. 2025-0011

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 & Other Supplies & Materials (Lot 1 – Office Supplies (MSWDO))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 2 – Office Supplies (PWD))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 3 – Office Supplies (HRMO))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 4 – Office Supplies (PESO))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 5 – Office Supplies (MPDC))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 6 – Office Supplies (Assessor))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 7 – Office Supplies (MEO))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 8 – Office Supplies (MTO))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 9 – Office Supplies (MCR))* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 10 – Office Supplies (MDRRMO)* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011

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 & Other Supplies & Materials (Lot 11 – Other Supplies & Materials (MCR)* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*_____

_____ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

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.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* _____ as evidenced by the attached *[state written authority]* _____

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. 2025-0011** Page ___ of ___

Lot 1 – Office Supplies (MSWDO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	BOND PAPER, long 8 ½ x13, subs.20, 70gsm		12 ream						
2	FO-GELB08 0.5 black BALLPEN, 12 pcs. per box		5 box						
3	GEL PEN, black, type: roller ball pen ink: water-based gel tip: stainless steel ball diameter: 0.5mm width of stroke: 0.25mm weight: 10.6g color: black refill: BLS-G2-5		12 piece						
4	CARTRIDGE CANON G2020 and G3020 2 pcs. each		2 cart						
5	HP GT-52, black		10 bottle						
6	HP GT-52, cyan		3 bottle						
7	HP GT-52, yellow		4 bottle						
8	HP GT-52, magenta		3 bottle						
9	HP printhead kit tri-colour 3JB06AA, genuine		2 cart						
10	PERMANENT MARKER, fine, black		13 piece						
11	WHITE BOARD MARKER, black, fine		3 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)
12	VELLUM BOARD, A4		29 pack						
13	STAMP PAD, felt		4 piece						
14	STAMP PAD, ink		6 bottle						
15	CLIP BACKFOLD, 25mm		20 box						
16	CLIP BACKFOLD, 32mm		20 box						
17	CLIP BACKFOLD, 50mm		20 box						
18	DATA FILE BOX, long size: 15.5"x9.5"x4.5", green		20 piece						
19	TAPE DISPENSER 22x9x11cm		1 unit						
20	TOILET TISSUE PAPER, 2ply, 100% recycled		5 bundle						
21	DETERGENT POWDER, 1.1kg		5 pouch						
22	FABRIC CONDITIONER, sunrise fresh garden bloom, 660ml, refill		5 pouch						
23	ANTIBACTERIAL DISINFECTANT SPRAY, cleaner early morning breeze, 170g		5 can						
24	LIQUID HAND SOAP, 500ml		2 bottle						
25	DETERGENT BAR, 360g, long bar		6 piece						
26	BROOM, walis tambo		2 piece						
27	BATHROOM DEODORIZER, 100gram		6 piece						
28	SHOE BOX ORGANIZER, size: XL:33.5cmx24.5cmx17.5cm, black		20 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 2 – Office Supplies (PWD)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	ALCOHOL, 70% solution, Isopropyl, 500ml		12 piece						
2	VELLUM BOARD, A4		30 pack						
3	BOND PAPER, A4, subs.20, 70gsm		10 ream						
4	BOND PAPER, long, 8½ x13, subs.20, 70gsm		2 ream						
5	TOILET TISSUE PAPER, 2ply, 100% recycled		3 bundle						
6	PENCIL #2		3 box						
7	BINDER CLIP, 1”		5 box						
8	BINDER CLIP, ¾		5 box						
9	FO-GELB08 0.5 black BALLPEN, 12 pcs per box		4 box						
10	MULTI-PURPOSE GLUE, 240ml		10 bottle						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 3 – 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 <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	BROTHER INK for DCP-T710W, BT-D60, black		4 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		4 bottle						
5	EPSON INK #664, 70ml, black		4 bottle						
6	EPSON INK #664, 70ml, cyan		4 bottle						
7	EPSON INK #664, 70ml, magenta		4 bottle						
8	EPSON INK #664, 70ml, yellow		4 bottle						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 4 – 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 <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	ARCH FILE horizontal long, with tagila lock, size 3'x9.5x15		12 piece						
2	BALLPEN, 0.5mm ballpoint, doodle fine, black, 25's		1 tube						
3	USB WIRED KEYBOARD and mouse combo		2 piece						
4	HIGHLIGHTER, green, blue, yellow green		6 piece						
5	STAPLER with staple wire remover		3 piece						
6	VELLUM BOARD, legal, 220gsm, cream, 10/pack		6 pack						

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. 2025-0011** Page ___ of ___

Lot 5 – Office Supplies (MPDC)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other 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	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/ box		3 box						
2	DOORMAT, rectangle, anti-slip, color: grey, size: 60x40 cm, polyester		2 piece						
3	FILE RACK ORGANIZER, heavy duty, three-tier file document tray, white, dimensions: 26 x 34 x 15.5cm (WxLxH), width between each tiers :5.5 cm		4 piece						
4	GLASS CLEANER, spray, 500ml, anti-bacterial,		1 bottle						
5	INK Epson 003 (Black)		2 bottle						
6	INK Epson 003 (Magenta)		2 bottle						
7	INK Epson 003 (Yellow)		2 bottle						
8	INK Epson 003 (Cyan)		2 bottle						
9	INK Epson 008 (Black), 135 ml, pigmented		5 bottle						
10	INK Epson 008 (Magenta), 70ml, pigmented		2 bottle						
11	INK Epson 008 (Cyan), 70 ml, pigmented		2 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
12	INK Epson 008 (Yellow), 70 ml, pigmented		2 bottle						
13	INTERNET SECURITY, 7 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup,4, Password Manager, VPN private internet connection, Parental Control, validity up to 2 years		1 unit						
14	PLASTIC COMB BINDER RINGS, PVC,legal, 23 holes, 2-inches: Approx 250 sheets binding, black, 50 pcs/ box		1 box						
15	TABLE COVER, clear plastic, waterproof, heat resistant and easy to clean, dimension: Two (2) piece (200cm L x 60cm W x 3mm T); Two (2) piece (120cm L x 60cm W x 3mm T); Four (4) piece (80cm L x 40cm W x 3mm T)		1 set						
16	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream		2 pack						
17	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream		2 pack						

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. 2025-0011** Page ___ of ___

Lot 6 – Office Supplies (Assessor)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	WATER BASEDESSENTIAL OIL for humidifier (fresh bamboo), 1 liter	5 bottles	5 bottles						
2	BOND PAPER, ultra white, subs 20/70gsm, letter	10 reams	10 reams						
3	EPSON INK 003, black	5 bottles	5 bottles						
4	EPSON INK 003, yellow	3 bottles	3 bottles						
5	EPSON INK 003, magenta	3 bottles	3 bottles						
6	EPSON INK 003, cyan	3 bottles	3 bottles						
7	DISHWASHING LIQUID, 1 liter, calamansi	2 bottles	2 bottles						
8	DTR No.48	10 pads	10 pads						
9	BINDER CLIP, 1”	5 box	5 box						
10	BROWN ENVELOPE, short	47 dozens	47 dozens						
11	DOUBLE-SIDED ABSORBENT TOWEL cleaning	5 pieces	5 pieces						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
12	MESH DESK ORGANIZER, oval, black		1 piece						
13	DOORMAT FLOOR ANTI-SLIP, gray		3 pieces						
14	MAGFILE, closed, horizontal, legal		12 pieces						
15	SQUEEGEE CLEANER WINDOW with cloth refill pad		1 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 7 – Office Supplies (MEO)

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	BALLPEN, black, 0.5mm, water resistant ink, 12pcs/box		4 box						
2	AIR FRESHENER, spray, 320ml		3 bottle						
3	INK BROTHER BT 5000M 48.8ml, yellow		4 bottle						
4	INK BROTHER BT 5000M 48.8ml, cyan		2 bottle						
5	INK BROTHER BT 5000M 48.8ml, magenta		2 bottle						
6	INK BROTHER BT 5000M 48.8ml, black		2 bottle						
7	INK EPSON 001, black		4 bottle						
8	INK EPSON 001, magenta		3 bottle						
9	INK EPSON 001, yellow		3 bottle						
10	INK EPSON 001, cyan		3 bottle						
11	INK EPSON 664, black		3 bottle						
12	INK EPSON 664, magenta		2 bottle						
13	INK EPSON 664, cyan		2 bottle						
14	INK EPSON 664, yellow		2 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	DAILY TIME RECORD, prescribed CSC Form No.48		29 pads						
16	TONER HP, laser jet, P1102		2 piece						
17	TONER MP2014		1 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 8 – Office Supplies (MTO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	BATTERY, heavy duty, AAA, 2pcs per blister		6 packs						
2	BROTHER INK, BT5000C ink bottle cyan, genuine		1 bottle						
3	BROTHER INK, BT5000M ink bottle magenta, genuine		1 bottle						
4	BROTHER INK, BT5000Y, ink bottle		1 bottle						
5	BROTHER INK, BT60BK, genuine		2 bottle						
6	CALCULATOR, standard-MX-12B, black		6 unit						
7	CLEANER, TOILET BOWL & URINAL, 1000ml		3 bottle						
8	EPSON 003 INK, BT5000M ink bottle, magenta, genuine		1 bottle						
9	EPSON 003 INK, BT5000C ink bottle, cyan, genuine		1 bottle						
10	EPSON 003 INK, BT5000Y ink bottle, yellow, genuine		1 bottle						
11	EPSON 003 INK, BT60BK, genuine		2 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
12	MAGE MARKERS 670-5AN, 5 colors		2 packs						
13	SCOTCH DOUBLE-SIDED TAPE, white, 24mmx10m		2 pieces						
14	STARFILE STORAGE BOX, size: 11"x15 5/8"x11" (WxLxH), midnight blue		10 pieces						
15	STORAGE CONTAINER – plastic with cover, clear, 120L, 66x47x44cm, sturdy and durable		10 pieces						
16	VINYL ELECTRICAL TAPE, black, 19mmx16m		3 pieces						
17	PAPER CLIPS VINYL coated assorted, 33mm, 100s		12 boxes						
18	PAPER CLIPS VINYL coated assorted, 50mm, 100s		12 boxes						
19	GELPEN REFILL, 0.5, black		20 pieces						
20	FLEXTOK RETRACTABLE PEN FO-GELB036, black		50 pieces						
21	ERASER sz-20, large, black		10 pieces						
22	PENCIL #2, medium, yellow, 12/box		3 boxes						
23	3M SCOTCH CELO TAPE utility clear, 24mmx30m		12 roll						
24	OFFICE WAREHOUSE ,AGFILE CLOSED horizontal, blue, legal		20 pieces						
25	OFFICE BINDER CLIP, black, 1 ¼", 12s		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. 2025-0011** Page ___ of ___

Lot 9 – Office Supplies (MCR)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	ANTIVIRUS, 5 devices, 2 years		1 piece						
2	ARCH FILE FOLDER, horizontal with taglia lock, 3"x9"x15.5"		30 piece						
3	EPSON LABELWPRKS TAPE CARTRIDGE, LK-4WBN model		3 piece						
4	EPSON INK #003, black, 65ml		4 bottle						
5	EPSON INK #003, magenta, 65ml		2 bottle						
6	EPSON INK #003, cyan, 65ml		2 bottle						
7	EPSON INK #003, yellow, 65ml		2 bottle						
8	OTG FLASH DRIVE, for iphone 14/15, 1TB with type-C		1 piece						
9	USB FLASH DRIVE, 32GB		2 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2025-0011** Page ___ of ___

Lot 10 – 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 <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	BOND PAPER, multi-purpose, A4 subs, 24/80gsm		50 reams						
2	BOND PAPER, multi-purpose, legal subs, 24/80gsm		10 reams						
3	A4 SENTINIZED ACETATE FILM @100/box		1 box						
4	¾ inch black BINDER CLIPS @12 clips/box		25 box						
5	1-inch black, BINDER CLIPS @12 clips/box		25 box						
6	2-inch black, BINDER CLIPS @12 clips/box		25 box						
7	A4 L-type FOLDERS		2 reams						
8	Legal size FOLDERS		5 reams						
9	short size BROWN ENVELOPES @100pcs/ream		2 reams						
10	legal size BROWN ENVELOPES @100pcs/ream		5 reams						
11	PERMANENT MARKER, black		12 pieces						
12	WHITEBOARD MARKER, black		6 pieces						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
13	WHITEBOARD ERASER		2 pieces						
14	STAMP PAD FELT, blue		4 pieces						
15	EPSON INK REFILL 664, 70ml, black		15 bottle						
16	EPSON INK REFILL 664, 70ml, cyan		7 bottle						
17	EPSON INK REFILL 664, 70ml, magenta		7 bottle						
18	EPSON INK REFILL 664, 70ml, yellow		7 bottle						
19	TISSUE PAPER, double ply		20 roll						

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. 2025-0011** Page ___ of ___

Lot 11 – Office Supplies (MCR)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	AIR PURIFIER FILTER, daikin-model: MC40UVM6		1 piece						
2	AIR PURIFIER FILTER, aerolux brand-model: AP99S		1 piece						
3	PEBBLE BLUETOOTH wireless mouse with customizable button		1 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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.

PROCUREMENT OF OFFICE SUPPLIES & OTHER SUPPLIES & MATERIALS
(LOT 1-11)

Project Identification No.: *ITB No. 2025-0011*

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 _____2025. 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 _____, 2025 at _____, Philippines.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

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 _____, 2025 at _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____, day of _____, 2025. Affiant exhibited to me his/her _____, with his/her Community Tax Certificate No. _____ issued on _____, 2025 at _____, Philippines.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

**Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any,
whether similar or not similar in nature and complexity to the contract to be bid**

Business Name: _____

Business Address: _____

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

Submitted by: _____
Printed Name & Signature

Designation: _____

Date: _____

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

Statement of Single Largest Completed Contract which is Similar in Nature

(indicate only one)

Business Name: _____

Business Address: _____

Lot 1 – Office Supplies (MSWDO)

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

Note: This statement shall be supported with:

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

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____

Business Address: _____

Lot 2 – Office Supplies (PWD)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____

Business Address: _____

Lot 3 – Office Supplies (HRMO)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____

Business Address: _____

Lot 4 – Office Supplies (PESO)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____
Business Address: _____

Lot 5 – Office Supplies (MPDC)

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

- Note: This statement shall be supported with:**
- 4. Contract (Purchase Order)**
 - 5. Notice of Award and/or Notice to Proceed**
 - 6. End user's acceptance or O.R. issued for the contract**

Submitted by: _____
(Printed Name & Signature)

Designation: _____
Date: _____

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

Business Name: _____

Business Address: _____

Lot 6 – Office Supplies (Assessor)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____

Business Address: _____

Lot 7 – Office Supplies (MEO)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

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

Business Name: _____
Business Address: _____

Lot 8 - Office Supplies (MTO)

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

- Note: This statement shall be supported with:**
- 1. Contract (Purchase Order)**
 - 2. Notice of Award and/or Notice to Proceed**
 - 3. End user's acceptance or O.R. issued for the contract**

Submitted by: _____
(Printed Name & Signature)

Designation: _____
Date: _____

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

Business Name: _____
Business Address: _____

Lot 9 - Office Supplies (MCR)

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

- Note: This statement shall be supported with:**
- 1. Contract (Purchase Order)**
 - 2. Notice of Award and/or Notice to Proceed**
 - 3. End user's acceptance or O.R. issued for the contract**

Submitted by: _____
(Printed Name & Signature)

Designation: _____
Date: _____

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

Business Name: _____
Business Address: _____

Lot 10 - Office Supplies (MDRRMO)

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

- Note: This statement shall be supported with:**
- 1. Contract (Purchase Order)**
 - 2. Notice of Award and/or Notice to Proceed**
 - 3. End user's acceptance or O.R. issued for the contract**

Submitted by: _____
(Printed Name & Signature)

Designation: _____
Date: _____

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

Business Name: _____

Business Address: _____

Lot 11 – Other Supplies & Materials (MCR)

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

Note: This statement shall be supported with:

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

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

