



Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**PROCUREMENT OF VARIOUS OFFICE
SUPPLIES AND MATERIALS FOR
VARIOUS OFFICES / DEPARTMENTS USE,
DAGUPAN CITY
GOODS-092CB-2024 / PR NO. 2024-04464-018**

**Sixth Edition
July 2020**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	2
Section I. Invitation to Bid	5
Section II. Instructions to Bidders	18
1. Scope of Bid	19
2. Funding Information	29
3. Bidding Requirements	29
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	30
5. Eligible Bidders	30
6. Origin of Goods	30
7. Subcontracts	30
8. Pre-Bid Conference	31
9. Clarification and Amendment of Bidding Documents	31
10. Documents comprising the Bid: Eligibility and Technical Components	31
11. Documents comprising the Bid: Financial Component	31
12. Bid Prices	32
13. Bid and Payment Currencies	32
14. Bid Security	33
15. Sealing and Marking of Bids	33
16. Deadline for Submission of Bids	33
17. Opening and Preliminary Examination of Bids	33
18. Domestic Preference	34
19. Detailed Evaluation and Comparison of Bids	34
20. Post-Qualification	34
21. Signing of the Contract	35
Section III. Bid Data Sheet	36
Section IV. General Conditions of Contract	40
1. Scope of Contract	41
2. Advance Payment and Terms of Payment	41
3. Performance Security	41
4. Inspection and Tests	41
5. Warranty	42
6. Liability of the Supplier	42
Section V. Special Conditions of Contract	43
Section VI. Schedule of Requirements	47
Section VII. Technical Specifications	58
Section VIII. Checklist of Technical and Financial Documents	70

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City



INVITATION TO BID
PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR
VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY
GOODS-092CB-2023 / PR NO. 2024-04464-018

1. The **City Government of Dagupan**, through the **GENERAL FUND CY 2024**, intends to apply the sum of **ONE MILLION EIGHTY ONE THOUSAND FOUR HUNDRED FOUR AND 50/100 PHILIPPINE PESOS (PhP 1,081,404.50)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	Adapter Plug	3	piece	320.10
2	ADDING MACHINE TAPE, 2"	20	roll	810.00
3	AIR FRESHENER REFILL, for Auto Spray, 269ml	1	piece	371.60
4	AIR FRESHENER, 320ml/can	19	can	5,352.30
5	AIR FRESHENER, Auto Spray, 269ml	1	piece	640.60
6	ALCOHOL, Ethyl, 70% Solution, 1gallon/bottle	1	bottle	729.00
7	ALCOHOL, Ethyl, 70% Solution, 1liter/bottle Pump	2	bottle	505.60
8	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle	15	bottle	1,678.50
9	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle	21	bottle	16,008.30
10	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	95	bottle	10,906.00
11	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle Pump	5	bottle	739.50
12	BALLPEN, Crystal Tech, 0.5, 50s/box, Black	17	box	6,885.00
13	BALLPEN, Crystal Tech, 0.5, 50s/box, Blue	1	box	405.00
14	BALLPEN, Crystal Tech, 0.5, Blue	51	piece	413.10
15	BALLPEN, Crystal Tech, 0.5, Red	50	piece	405.00
16	BALLPEN, Fine Tip, 0.5, Black	101	piece	3,413.80
17	BALLPEN, Fine Tip, 0.5, Blue	6	piece	202.80
18	BALLPEN, Fine Tip, 0.5, Red	5	piece	169.00
19	BALLPEN, Gel Pen, 0.5, Black	25	piece	270.00
20	BALLPEN, Gel Pen, 0.5, Blue	25	piece	270.00
21	BALLPEN, Gel Pen, 0.5, Red	5	piece	54.00
22	BALLPEN, Retractable, 0.5, Black	81	piece	769.50
23	BALLPEN, Retractable, 0.5, Blue	20	piece	190.00

24	BALLPEN, Retractable, 0.5, Red	10	piece	95.00
25	BALLPEN, Tech Point, 0.3mm, Black	5	piece	472.50
26	Basin, Aluminum, Big	1	piece	553.50
27	Basin, Aluminum, small	2	piece	379.40
28	Bathroom Mirror	3	piece	4,920.90
29	BATHROOM SOAP, 125g/box	6	box	348.00
30	BATHROOM SOAP, 175g/box	29	box	2,346.10
31	BATHROOM SOAP, 55g/pack	3	pack	72.00
32	BATHROOM SOAP, 85g/box	10	box	474.00
33	Battery +C, 2pcs/pack	6	pack	672.60
34	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	2,945.00
35	BATTERY, Dry Cell, Size AAA, 4pcs/pack	17	pack	2,594.20
36	BATTERY, Dry Cell, Size D, 1.5 volts, 2pc/pack	2	pack	191.20
37	BATTERY, Rechargeable, Size AA, 2pcs/pack	3	pack	2,124.30
38	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	4,283.00
39	BILL/ FINGERTIP MOISTENER, 20g/canister	10	canister	675.00
40	BLEACHING SOLUTION, 100ml/bottle	3	bottle	34.20
41	BLEACHING SOLUTION, 1gallon/bottle	8	bottle	1,382.40
42	BLEACHING SOLUTION, 1liter/bottle	30	bottle	1,554.00
43	Bolo, Big	5	piece	3,675.50
44	Bolo, Regular size	5	piece	3,004.00
45	BOND PAPER, A4, Subs. 18, 500sheets/ream	20	ream	5,394.00
46	BOND PAPER, A4, Subs. 20, 500sheets/ream	2	ream	621.00
47	BOND PAPER, Legal, Subs. 18, 500sheets/ream	46	ream	11,444.80
48	BOND PAPER, Legal, Subs. 18, Colored, 500sheets/ream	2	ream	999.00
49	BOND PAPER, Legal, Subs. 20, 500sheets/ream	7	ream	2,268.00
50	BOND PAPER, Legal, Subs. 24, 500sheets/ream	5	ream	2,194.00
51	BOND PAPER, Letter, Subs. 18, 500sheets/ream	10	ream	2,414.00
52	BOND PAPER, Letter, Subs. 18, Colored, 500sheets/ream	7	ream	3,307.50
53	BOND PAPER, Letter, Subs. 20, 500sheets/ream	106	ream	30,051.00
54	BOOK PAPER, Letter, Subs. 20, 500sheets/ream	20	ream	5,670.00
55	BOOKBIND COVER, Long, Clear Plastic, 5s/pack	2	pack	405.00
56	BROOM, Soft (Tambo)	22	piece	4,158.00
57	BROOM, Stick (Ting-ting)	19	piece	1,411.70
58	Bulb, 11watts	5	piece	661.50
59	Bulb, 9 watts, LED Bulb Daylight	5	piece	776.50
60	Bulb, LED, 25 watts	3	piece	2,106.00
61	Butane Canister Refill	5	piece	675.00
62	Cable Ties 5inch 100pcs	12	pack	2,916.00
63	Cable Ties 6inch 100pcs	12	pack	4,844.40

64	CALCULATOR, Basic Compact, 14 Digits	5	piece	4,036.50
65	Car Deodorizer	3	piece	1,012.50
66	CARTOLINA, Single, Colored	30	pack	405.00
67	CARTOLINA, Single, White	11	pack	148.50
68	CEILING COBWEB REMOVER, long Wooden/ Plastic Handle	2	piece	837.00
69	Certificate Holder, A4	19	piece	2,899.40
70	Certificate Holder, Short	6	piece	939.60
71	Chopping board, 12*10 inches	1	piece	418.50
72	Chopping Knife	6	piece	1,385.40
73	CLEANER, Toilet Bowl and Urinal, 500ml/bottle	1	bottle	139.10
74	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	3,036.00
75	CLEANSER, Scouring Powder, 350g/canister	22	canister	1,040.60
76	Cling Wrap	1	roll	835.70
77	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box	6	box	486.00
78	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box	8	box	777.60
79	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box	2	box	291.60
80	CLIP BULLDOG, Big, 12pcs/box	1	box	178.20
81	CLIP BULLDOG, Small, 12pcs/box	1	box	106.00
82	CLIPBOARD, A4 Size, Metal Clamping, Plastic Board	1	piece	189.00
83	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	6	piece	1,207.20
84	CLOTH, Franela	10	piece	405.00
85	Coffee Maker 700w	1	unit	2,159.70
86	Common Nail 2" & 3"	5	kilo	661.50
87	COMPACT DISC, ReWriteable, with Case	213	piece	28,755.00
88	Concrete Nails 2"	5	kilo	540.00
89	CONSTRUCTION PAPER, Assorted Colors, 10sheets/pack	5	pack	169.00
90	CONTINUOUS FORM, 1 ply, 280x241mm (11x9 1/2), Subs. 20	6	box	8,683.20
91	CORRECTION PEN, 12ml/piece	7	piece	898.10
92	CORRECTION TAPE REFILL, 6m x 5mm, 2pcs/pack	1	pack	91.20
93	CORRECTION TAPE, 8m x 5mm	99	piece	6,019.20
94	CORRECTION TAPE, Refillable, 6m x 5mm	1	pack	91.20
95	CUTTER BLADE, Heavy Duty Refill, 10pcs/tube	2	tube	212.80
96	CUTTER, Heavy Duty	5	piece	506.50
97	DATA FILE BOX, Double	8	piece	2,397.60
98	DATA Folder 3" Ledger 70mm Long two tables Green	10	piece	7,000.00
99	DATER STAMP, 3mm	7	piece	1,375.50

100	DETERGENT BAR, 125g/piece	14	piece	238.00
101	DETERGENT BAR, 380g/piece	43	piece	1,887.70
102	DETERGENT POWDER, 1kg/pack	17	pack	2,599.30
103	DETERGENT POWDER, 50g/pack	223	pack	2,341.50
104	Digital Thermometer	10	piece	2,387.00
105	Dipper	8	piece	302.40
106	DISHWASHING FOAM, 100x70x40mm	4	piece	207.20
107	DISHWASHING LIQUID, 240ml/bottle	44	bottle	5,720.00
108	DISHWASHING LIQUID, 780ml/bottle	6	bottle	1,814.40
109	DISHWASHING LIQUID, Refill, 550ml/pack	18	pack	4,037.40
110	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	2,522.00
111	DISINFECTANT SOLUTION, Concentrate, 500ml/bottle	9	bottle	6,293.70
112	DISINFECTANT SPRAY, 340g/can	10	can	5,508.00
113	DISINFECTANT SPRAY, 510g/can	6	can	4,333.80
114	Disposable Bowl, 100s/pack	8	pack	2,376.00
115	Disposable cups, 12oz, 25s/pack, Styro	6	pack	546.00
116	Disposable Cups, 8oz, 25s/pack, Styro	11	pack	517.00
117	Disposable Cups, 8oz, 50s/pack, paper	6	pack	557.40
118	Disposable Cups, Plastic, 25s/pack 8 oz	56	pack	1,573.60
119	Disposable Cups, Plastic, 50s/pack 12 oz	8	pack	587.20
120	Disposable Fork, 100s/pack	14	pack	2,268.00
121	Disposable Fork, 25s/pack	2	pack	78.80
122	Disposable Gloves, 50s/box	1	pack	511.00
123	Disposable Gloves, 50's/box	40	box	20,440.00
124	Disposable Paper Plate, 100s/pack	18	pack	3,207.60
125	Disposable Spoon, 100s/pack	20	pack	3,240.00
126	Disposable spoon, 25s/pack	2	pack	78.80
127	Door Latch Frame Set	1	pack	2,700.00
128	DOOR MAT, Cloth	30	piece	2,025.00
129	DOOR MAT, Rubber	9	piece	3,766.50
130	Doorknob	1	piece	1,098.90
131	Doorknob, Heavy Duty	3	piece	5,670.00
132	DUSTPAN, Plastic, Large, with Handle	4	piece	351.20
133	ECG Tracing Paper	10	roll	1,500.00
134	Electric Stove, Double Burner, Heavy Duty	1	unit	1,618.70
135	Electric Stove, Double Burner, Heavy Duty, 1200watts per Burner	1	unit	3,631.50
136	ELECTRICAL TAPE, Big	2	piece	167.40
137	ELECTRICAL TAPE, Small	12	piece	518.40
138	Emersion Oil, 30ml (Microscope)	2	Pieces	6,075.00
139	ENVELOPE, Brown, A4, 500pcs/box	1	box	2,700.00
140	ENVELOPE, Brown, Legal, 500pcs/box	1	box	3,375.00
141	ENVELOPE, Brown, Legal, Single	95	piece	646.00

142	ENVELOPE, Brown, Short, Single	10	piece	54.00
143	ENVELOPE, Expanding, Kraftboard, Long	80	piece	1,840.00
144	ENVELOPE, Mailing, White, Long, 500s/box	3	box	1,247.40
145	Essential Oil (for Air Purifier)	1	bottle	945.00
146	Extension Cord, 10meters, 4 port, universal	2	piece	2,700.00
147	Extension Cord, 3m, 6gang	7	piece	4,725.00
148	Extension Cord, 4 gang, 3-5meters, with Switch, Heavy Duty	3	piece	3,240.00
149	FABRIC CONDITIONER, 22ml/pack	155	pack	1,674.00
150	FABRIC CONDITIONER, 900ml/bottle	4	bottle	758.00
151	Face Mask Disposable, Basic, 50s/pack	44	pack	3,564.00
152	Face Mask, KN95 10s/box	5	box	2,430.00
153	Face Mask, KN95 10's/Box	10	box	4,860.00
154	FACIAL TISSUE, 100s/pack	10	pack	1,377.00
155	Fire Extinguisher Refill per lbs	100	pound	8,100.00
156	FLASH DRIVE, 16gb	2	piece	675.00
157	FLASH DRIVE, 32gb	9	piece	4,860.00
158	Flashlight, Rechargeable	12	piece	11,032.80
159	Flat bed sheet	2	box	1,350.00
160	Flat Cord, #18/2, per meter	27	piece	880.20
161	Floor Mat, Linoleum	2	piece	297.00
162	Flourescent Starter	1	piece	20.30
163	Flourescent Tube 18 watts LED	10	piece	2,903.00
164	Flourescent Tube LED Straight, T8 18 watts, 180-264 volts, Daylight	3	piece	2,025.00
165	Flourescent Tube, 40watts	2	piece	268.80
166	Fluorescent Tube, LED, T8	14	piece	4,663.40
167	Fly Paper	140	piece	6,090.00
168	FOLDER, Pressboard, Long, 100sheets/box	5	box	13,500.00
169	FOLDER, Pressobard, Long, 100sheets/box	2	box	5,400.00
170	FOLDER, Tagboard, A4	10	piece	75.00
171	FOLDER, Tagboard, Long	11	piece	89.10
172	FOLDER, Tagboard, Long, 100pcs/pack	1	pack	810.00
173	FOLDER, Tagboard, Short	1	piece	6.10
174	FURNITURE CLEANER, with Cleansing Conditioner, 330ml/can	8	can	3,281.60
175	Gauze/Bandage, 4x4, 5's/pack	100	pack	7,088.00
176	GLASS CLEANER, with Sprayer, 350ml/bottle	3	bottle	511.20
177	GLASS CLEANER, with Sprayer, 500ml/bottle	3	bottle	648.00
178	GLUE STICK, 4s/pack	5	pack	439.00
179	GLUE, All Purpose, 130g/jar	17	jar	1,331.10
180	GLUE, All Purpose, 240g/jar	10	jar	1,688.00
181	Goggles Heavy Duty	3	piece	3,645.00
182	GUN TACKER WIRE, T50, 1250pcs/box	2	box	432.00
183	Hammer	1	pair	471.20

184	Hand Gloves, Cloth	6	pair	307.80
185	Hand Gloves, Leather	4	pair	737.20
186	Hand Gloves, Rubber	1	pair	205.90
187	Hand Gloves, surgical 100s/box	8	piece	3,456.00
188	Hand Gloves, surgical 100's/box	20	box	8,640.00
189	Hand Gloves, orange rubber gloves construction, Heavy duty cotton	6	pair	648.00
190	HAND SANITIZER, 200ml/bottle	5	bottle	1,282.50
191	Hydrogen Peroxide, 1L	10	bottle	5,703.00
192	Ice box chest 15 liters	1	piece	1,863.00
193	Ice box chest 30 liters	2	piece	5,022.00
194	INSECTICIDE SPRAY, 500ml/can	21	can	10,699.50
195	KEYBOARD MOUSE PACK, Wired, USB Connection	2	pack	2,362.60
196	KEYBOARD, with NumPad, Wired, USB Connection	2	piece	1,134.00
197	Kitchen Knife	3	piece	607.50
198	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	7,594.00
199	LED Head lamp	2	piece	486.00
200	LIQUID SOSA, 500ml/bottle	14	bottle	2,154.60
201	Long Nose Plier	1	piece	1,080.00
202	LPG Refill	9	piece	10,935.00
203	MANILA PAPER, 24sheets/roll	5	roll	877.50
204	MARKER INK REFILL, Permanent, 20ml/bottle, Black	10	bottle	1,080.00
205	MARKER, Permanent, Broad Tip, Black	32	piece	1,600.00
206	MARKER, Permanent, Broad Tip, Blue	5	piece	250.00
207	MARKER, Permanent, Broad Tip, Red	5	piece	250.00
208	MARKER, Permanent, Fine Tip, 12pcs/box, Black	10	box	5,994.00
209	MARKER, Permanent, Fine Tip, 12pcs/box, Blue	1	box	599.40
210	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	599.40
211	MARKER, Permanent, Fine Tip, Black	33	piece	1,650.00
212	MARKER, Whiteboard, Broad Tip, Black	6	piece	486.00
213	MARKER, Whiteboard, Fine Tip, Black	5	piece	405.00
214	MARKER, Whiteboard, Fine Tip, Red	2	piece	162.00
215	Measuring Tape, 30m	1	unit	741.20
216	Measuring Tape, 5m	1	piece	309.20
217	Monobloc Chair with Back Rest, without arm rest	10	piece	5,751.00
218	Monobloc Chair, high stool, 28"	30	piece	16,530.00
219	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	7	piece	3,283.00
220	MOP HANDLE, Wooden Handle, Metal Frame, 5ft	5	piece	1,539.00
221	MOP REFILL, Tornado	7	piece	1,498.00

222	MOP SQUEEZER, Tornado	1	set	2,211.30
223	MOPHEAD, Cotton, 500g	19	piece	2,644.80
224	MOPHEAD, Cotton, 600g	5	piece	812.50
225	Moth Balls	5	piece	108.00
226	MOUSE PAD, Basic	5	piece	270.00
227	MOUSE, Optical, Wired, USB Connection	13	piece	3,949.40
228	MURIATIC ACID, 1gallon/bottle	2	bottle	675.00
229	MURIATIC ACID, 1L/bottle	1	bottle	144.50
230	MURIATIC ACID, 500ml/bottle	25	bottle	1,620.00
231	NOTE PAD, Stick On, 2" x 3", 100sheets/pad	14	pad	714.00
232	NOTE PAD, Stick On, 3" x 3", 100sheets/pad	44	pad	3,181.20
233	NOTE PAD, Stick On, 3" x 4", 100sheets/pad	27	pad	2,662.20
234	NOTE PAD, Stick On, 3" x 5", 100sheets/pad	9	pad	1,020.60
235	NOTEBOOK, Spiral, 80 leaves	4	piece	140.40
236	Office Jacket	11	piece	16,632.00
237	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 300 pages	10	piece	2,582.00
238	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 500 pages	10	piece	2,869.00
239	Oxygen Tank Refill	40	cylinder	42,120.00
240	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	405.00
241	Pail, Plastic, 16liters	4	piece	1,390.80
242	Pail, Plastic, 20liters w/ cover	4	piece	3,088.80
243	Paint, 1gallon	1	piece	1,154.30
244	PAPER CLIP, Plastic Coated, 33mm, 50g/box	1	box	20.30
245	PAPER CLIP, Plastic Coated, 50mm, 50g/box	3	box	113.40
246	PAPER FASTENER, Metal, 50s/box	24	box	2,268.00
247	PAPER FASTENER, Plastic, 50S/BOX	25	box	1,520.00
248	PAPER TOWEL, Jumbo Roll, 2ply	4	roll	1,042.40
249	PAPER/DOCUMENT TRAY, 3 Layers, Plastic Base, Metal Rod Frame	4	piece	4,309.20
250	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	931.60
251	PENCIL, Lead #1, 12s/box	2	box	222.20
252	PENCIL, Lead #2, 12s/box	19	box	2,110.90
253	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	6	pack	810.00
254	Plaque	15	piece	15,000.00
255	Plastic Bag, Clear, 100s, 8x10	25	piece	557.50
256	Plastic Bag, Sando, Large	19	piece	4,425.10
257	Plastic Bag, Sando, Medium	16	piece	1,804.80
258	Plastic Bag, Sando, Small	6	piece	376.80
259	Plastic Bag, Sando, XL	14	piece	4,158.00
260	Plier Set Tool Kit Heavy Duty (Mechanical, Wire and Long Nose)	2	pack	6,966.00
261	PLIER, Long Nose, 8"	2	piece	638.00

262	Post Screw, 2"	100	pack	1,350.00
263	Povidone Iodine, 1L	5	piece	4,644.00
264	PRINTER INK CARTRIDGE, Canon 810, Black	4	piece	5,832.00
265	PRINTER INK CARTRIDGE, Canon 811, Tri-Color	2	piece	3,847.60
266	PRINTER INK CARTRIDGE, HP 680, Black	6	piece	4,357.80
267	PRINTER INK CARTRIDGE, HP 680, Tri-Color	4	piece	2,905.20
268	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	87	bottle	36,705.30
269	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	14	bottle	5,906.60
270	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	14	bottle	5,906.60
271	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	14	bottle	5,906.60
272	PRINTER INK REFILL, Epson T6641, 70ml/bottle, Black	3	bottle	1,265.70
273	PRINTER INK REFILL, Epson T6642, 70ml/bottle, Cyan	2	bottle	843.80
274	PRINTER INK REFILL, Epson T6643, 70ml/bottle, Magenta	2	bottle	843.80
275	PRINTER INK REFILL, Epson T6644, 70ml/bottle, Yellow	2	bottle	843.80
276	PRINTER INK REFILL, Epson T6731, 70ml/bottle, Black	3	bottle	2,025.00
277	PRINTER INK REFILL, Epson T6732, 70ml/bottle, Cyan	1	bottle	675.00
278	PRINTER INK REFILL, Epson T6733, 70ml/bottle, Magenta	1	bottle	675.00
279	PRINTER INK REFILL, Epson T6734, 70ml/bottle, Yellow	1	bottle	675.00
280	PRINTER INK REFILL, Epson T6735, 70ml/bottle, Light Cyan	1	bottle	675.00
281	PRINTER INK REFILL, Epson T6736, 70ml/bottle, Light Magenta	1	bottle	675.00
282	PRINTER INK REFILL, HP GT52, 70ml/bottle, Black	1	bottle	425.30
283	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Black	3	bottle	2,016.90
284	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Cyan	1	bottle	672.30
285	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Magenta	1	bottle	672.30
286	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Yellow	1	bottle	672.30
287	PUNCHER, Paper, Heavy Duty, Two Hole Guide	11	piece	2,896.30
288	PUSH BRUSH, Wooden Handle	2	piece	385.00
289	PUSH PIN, 100pcs/box	2	box	86.40

290	RAG, Cotton, 8"	80	piece	760.00
291	RAG, Cotton, 8", per kilo	9	kilo	1,166.40
292	Rainboots	30	piece	16,200.00
293	Rainboots, white	40	piece	21,600.00
294	Raincoat, Butterfly	2	piece	1,080.00
295	Raincoat, with Pants	3	set	1,863.00
296	RECORD BOOK, Hard Bound, 150 pages	20	piece	1,486.00
297	RIBBON CARTRIDGE, Epson C13S015632, Black, for LX-310	20	piece	3,240.00
298	RIBBON CARTRIDGE, Epson S015327, Black, FX-2175 and FX-2190	5	piece	2,329.00
299	RUBBER BAND, #14	1	box	229.50
300	RUBBER BAND, #18	17	box	6,104.70
301	RULER, Hard Plastic, 12"	10	piece	540.00
302	RULER, Steel, 18"	1	piece	148.50
303	SCISSORS, Multi-Purpose, 6"	3	pair	243.00
304	SCISSORS, Multi-Purpose, 8"	17	pair	1,836.00
305	SCOURING PAD, 3pcs/pack	7	pack	756.00
306	SCOURING PAD, with Foam	9	piece	466.20
307	Screw Driver, Flat Screw	1	piece	141.40
308	Screw Driver, Philip Screw	1	piece	141.40
309	SIGN PEN, Gel Point, 0.5mm, Black	33	piece	4,233.90
310	SIGN PEN, Gel Point, 0.5mm, Blue	30	piece	3,849.00
311	SIGN PEN, Gel Point, 0.5mm, Green	20	piece	2,566.00
312	SIGN PEN, Gel Point, 1.0mm, Black	10	piece	1,283.00
313	SIGN PEN, Impact Gel, 1.0mm, Black	5	piece	641.50
314	SOAP, Hand Wash Liquid, 500ml/bottle	9	bottle	2,259.90
315	SOLID STATE DRIVE, approx. 240GB, SATA	3	piece	7,068.90
316	SPECIALTY PAPER, 220gsm, A4, 100sheets/bundle	1	bundle	391.50
317	SPECIALTY PAPER, 220gsm, A4, 10sheets/pack	27	pack	1,385.10
318	SPECIALTY PAPER, 220gsm, Long, 100sheets/bundle	1	bundle	438.80
319	SPONGE, Regular, with Scrub Pad	2	piece	103.60
320	Sprayer bottle	30	piece	2,334.00
321	SQUEEGEE, with Handle	2	piece	512.40
322	STAMP PAD INK, 30ml/bottle	2	bottle	121.60
323	STAMP PAD, Big	5	piece	459.00
324	STAMP, Self Inking, Customized, Big	4	piece	6,117.20
325	STAMP, Self Inking, Customized, Small	5	piece	5,493.00
326	STAPLE REMOVER, Twin Jaws	1	piece	35.50
327	STAPLE WIRE, #10, 1000pcs/box	5	box	81.00
328	STAPLE WIRE, #35, 5000pcs/box	27	box	2,551.50
329	STAPLER, #10, Small	5	piece	749.50

330	STAPLER, #35, Heavy Duty, with Staple Remover	19	piece	10,260.00
331	STAPLER, Heavy Duty Metal, 210sheets capacity, Desktop	1	unit	2,970.00
332	Steel Wool, 30g	16	piece	1,036.80
333	Stethoscope	20	piece	21,600.00
334	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	20	pack	642.00
335	STICKER PAPER, A4, Matte, 10sheets/pack	12	pack	972.00
336	STICKER PAPER, Legal, Glossy, 10sheets/pack	3	pack	243.00
337	STORAGE BOX, Plastic, with Cover, 67 Liters	3	piece	2,754.00
338	Strainer, Aluminum, Big	1	piece	562.30
339	TAPE DISPENSER, Heavy Duty, 1", Desktop	1	piece	172.80
340	TAPE DISPENSER, Heavy Duty, 2", Packaging	2	piece	182.40
341	TAPE, Double Sided, 1"	13	roll	1,614.60
342	TAPE, Duct, 2"	11	roll	2,866.60
343	TAPE, Masking, 1"	23	roll	1,117.80
344	TAPE, Packaging, 2"	24	roll	1,588.80
345	TISSUE PAPER, 2ply, 12rolls/pack	85	pack	20,009.00
346	TISSUE PAPER, 2ply, 9rolls/pack	7	pack	1,249.50
347	TOILET BOWL AND URINAL CLEANER, 900ml/bottle	23	bottle	4,655.20
348	TOILET BOWL BRUSH, Metal Handle	6	piece	550.80
349	TOILET BOWL BRUSH, Wooden Handle	2	piece	175.60
350	TOILET DEODORANT CAKE, 100g	25	piece	1,740.00
351	TOILET DEODORANT CAKE, 50g	100	piece	3,970.00
352	TOILET SUCTION PUMP, Rubber, Wooden Handle	2	piece	280.80
353	TONER CARTRIDGE, HP 285a (85a), Black	2	piece	13,486.60
354	TONER CARTRIDGE, HP 35a, Black	1	piece	5,224.50
355	Top Glass, for Office Table	1	piece	2,106.00
356	Towel, Hand 9" x 15"	11	piece	415.80
357	Towel, Hand 9" x 15"	20	unit	756.00
358	TRASH BAG, Plastic, Large, 10pcs/pack	78	pack	5,608.20
359	TRASH BAG, Plastic, Medium, 10pcs/pack	64	pack	3,129.60
360	TRASH BAG, Plastic, Xlarge, 10pcs/pack	168	pack	18,144.00
361	TRASH BAG, Plastic, XXLlarge, 10pcs/pack	105	pack	16,107.00
362	TRASH CAN, with Cover	5	piece	1,066.50
363	Ultrasound Gel	10	piece	13,500.00
364	Used Newspaper	60	kg	6,090.00

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **THIRTY (30) C.D.** Bidders should have completed, within **FIVE (5) YEARS** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 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 No. 5183.

4. Prospective Bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during **regular office hours (8:00 A.M. - 5:00 P.M.)**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **November 19, 2024 (8:00 A.M. - 5:00 P.M.) to December 10, 2024 (8:00 A.M. - 12:00 N.N.)** from given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the amount of **FIVE THOUSAND PHILIPPINE PESOS (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the official receipt.

The Bidding Documents may also be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)**, provided the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. The City Government of Dagupan will hold a **Pre-bid Conference on November 26, 2024, 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., December 10, 2024 at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB CLAUSE 15.
9. Bid opening shall be on **December 10, 2024 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Bids will be opened in the presence of the bidder’s representatives who chose to attend the activity.
10. The City Government of Dagupan reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to BAC Secretariat:

Engr. Athena Arenas
Ms. Manolita T. De Venecia
Mr. Allan R. Zabala

Address: BAC Office, 2nd Floor, City Hall Complex
A.B. Fernandez Ave., Dagupan City
Contact No: 0917-855-3267

(ORIGINAL SIGNED)
ATTY. AURORA E. VALLE
BAC Chairman

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **City Government of Dagupan** wishes to receive Bids for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND OTHER SUPPLIES FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY**, with identification number **GOODS-092CB-2024 / PR NO. 2024-04464-018**.

The Procurement Project (referred to herein as “Project”) is composed of:

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	Adapter Plug	3	piece	320.10
2	ADDING MACHINE TAPE, 2"	20	roll	810.00
3	AIR FRESHENER REFILL, for Auto Spray, 269ml	1	piece	371.60
4	AIR FRESHENER, 320ml/can	19	can	5,352.30
5	AIR FRESHENER, Auto Spray, 269ml	1	piece	640.60
6	ALCOHOL, Ethyl, 70% Solution, 1gallon/bottle	1	bottle	729.00
7	ALCOHOL, Ethyl, 70% Solution, 1liter/bottle Pump	2	bottle	505.60
8	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle	15	bottle	1,678.50
9	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle	21	bottle	16,008.30
10	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	95	bottle	10,906.00
11	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle Pump	5	bottle	739.50
12	BALLPEN, Crystal Tech, 0.5, 50s/box, Black	17	box	6,885.00
13	BALLPEN, Crystal Tech, 0.5, 50s/box, Blue	1	box	405.00
14	BALLPEN, Crystal Tech, 0.5, Blue	51	piece	413.10
15	BALLPEN, Crystal Tech, 0.5, Red	50	piece	405.00
16	BALLPEN, Fine Tip, 0.5, Black	101	piece	3,413.80
17	BALLPEN, Fine Tip, 0.5, Blue	6	piece	202.80
18	BALLPEN, Fine Tip, 0.5, Red	5	piece	169.00
19	BALLPEN, Gel Pen, 0.5, Black	25	piece	270.00
20	BALLPEN, Gel Pen, 0.5, Blue	25	piece	270.00
21	BALLPEN, Gel Pen, 0.5, Red	5	piece	54.00
22	BALLPEN, Retractable, 0.5, Black	81	piece	769.50
23	BALLPEN, Retractable, 0.5, Blue	20	piece	190.00
24	BALLPEN, Retractable, 0.5, Red	10	piece	95.00
25	BALLPEN, Tech Point, 0.3mm, Black	5	piece	472.50
26	Basin, Aluminum, Big	1	piece	553.50
27	Basin, Aluminum, small	2	piece	379.40
28	Bathroom Mirror	3	piece	4,920.90

29	BATHROOM SOAP, 125g/box	6	box	348.00
30	BATHROOM SOAP, 175g/box	29	box	2,346.10
31	BATHROOM SOAP, 55g/pack	3	pack	72.00
32	BATHROOM SOAP, 85g/box	10	box	474.00
33	Battery +C, 2pcs/pack	6	pack	672.60
34	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	2,945.00
35	BATTERY, Dry Cell, Size AAA, 4pcs/pack	17	pack	2,594.20
36	BATTERY, Dry Cell, Size D, 1.5 volts, 2pc/pack	2	pack	191.20
37	BATTERY, Rechargeable, Size AA, 2pcs/pack	3	pack	2,124.30
38	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	4,283.00
39	BILL/ FINGERTIP MOISTENER, 20g/canister	10	canister	675.00
40	BLEACHING SOLUTION, 100ml/bottle	3	bottle	34.20
41	BLEACHING SOLUTION, 1gallon/bottle	8	bottle	1,382.40
42	BLEACHING SOLUTION, 1liter/bottle	30	bottle	1,554.00
43	Bolo, Big	5	piece	3,675.50
44	Bolo, Regular size	5	piece	3,004.00
45	BOND PAPER, A4, Subs. 18, 500sheets/ream	20	ream	5,394.00
46	BOND PAPER, A4, Subs. 20, 500sheets/ream	2	ream	621.00
47	BOND PAPER, Legal, Subs. 18, 500sheets/ream	46	ream	11,444.80
48	BOND PAPER, Legal, Subs. 18, Colored, 500sheets/ream	2	ream	999.00
49	BOND PAPER, Legal, Subs. 20, 500sheets/ream	7	ream	2,268.00
50	BOND PAPER, Legal, Subs. 24, 500sheets/ream	5	ream	2,194.00
51	BOND PAPER, Letter, Subs. 18, 500sheets/ream	10	ream	2,414.00
52	BOND PAPER, Letter, Subs. 18, Colored, 500sheets/ream	7	ream	3,307.50
53	BOND PAPER, Letter, Subs. 20, 500sheets/ream	106	ream	30,051.00
54	BOOK PAPER, Letter, Subs. 20, 500sheets/ream	20	ream	5,670.00
55	BOOKBIND COVER, Long, Clear Plastic, 5s/pack	2	pack	405.00
56	BROOM, Soft (Tambo)	22	piece	4,158.00
57	BROOM, Stick (Ting-ting)	19	piece	1,411.70
58	Bulb, 11watts	5	piece	661.50
59	Bulb, 9 watts, LED Bulb Daylight	5	piece	776.50
60	Bulb, LED, 25 watts	3	piece	2,106.00
61	Butane Canister Refill	5	piece	675.00

62	Cable Ties 5inch 100pcs	12	pack	2,916.00
63	Cable Ties 6inch 100pcs	12	pack	4,844.40
64	CALCULATOR, Basic Compact, 14 Digits	5	piece	4,036.50
65	Car Deodorizer	3	piece	1,012.50
66	CARTOLINA, Single, Colored	30	pack	405.00
67	CARTOLINA, Single, White	11	pack	148.50
68	CEILING COBWEB REMOVER, long Wooden/ Plastic Handle	2	piece	837.00
69	Certificate Holder, A4	19	piece	2,899.40
70	Certificate Holder, Short	6	piece	939.60
71	Chopping board, 12*10 inches	1	piece	418.50
72	Chopping Knife	6	piece	1,385.40
73	CLEANER, Toilet Bowl and Urinal, 500ml/bottle	1	bottle	139.10
74	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	3,036.00
75	CLEANSER, Scouring Powder, 350g/canister	22	canister	1,040.60
76	Cling Wrap	1	roll	835.70
77	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box	6	box	486.00
78	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box	8	box	777.60
79	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box	2	box	291.60
80	CLIP BULLDOG, Big, 12pcs/box	1	box	178.20
81	CLIP BULLDOG, Small, 12pcs/box	1	box	106.00
82	CLIPBOARD, A4 Size, Metal Clamping, Plastic Board	1	piece	189.00
83	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	6	piece	1,207.20
84	CLOTH, Franela	10	piece	405.00
85	Coffee Maker 700w	1	unit	2,159.70
86	Common Nail 2" & 3"	5	kilo	661.50
87	COMPACT DISC, ReWriteable, with Case	213	piece	28,755.00
88	Concrete Nails 2"	5	kilo	540.00
89	CONSTRUCTION PAPER, Assorted Colors, 10sheets/pack	5	pack	169.00
90	CONTINUOUS FORM, 1 ply, 280x241mm (11x9 1/2), Subs. 20	6	box	8,683.20
91	CORRECTION PEN, 12ml/piece	7	piece	898.10
92	CORRECTION TAPE REFILL, 6m x 5mm, 2pcs/pack	1	pack	91.20
93	CORRECTION TAPE, 8m x 5mm	99	piece	6,019.20
94	CORRECTION TAPE, Refillable, 6m x 5mm	1	pack	91.20

95	CUTTER BLADE, Heavy Duty Refill, 10pcs/tube	2	tube	212.80
96	CUTTER, Heavy Duty	5	piece	506.50
97	DATA FILE BOX, Double	8	piece	2,397.60
98	DATA Folder 3" Ledger 70mm Long two tables Green	10	piece	7,000.00
99	DATER STAMP, 3mm	7	piece	1,375.50
100	DETERGENT BAR, 125g/piece	14	piece	238.00
101	DETERGENT BAR, 380g/piece	43	piece	1,887.70
102	DETERGENT POWDER, 1kg/pack	17	pack	2,599.30
103	DETERGENT POWDER, 50g/pack	223	pack	2,341.50
104	Digital Thermometer	10	piece	2,387.00
105	Dipper	8	piece	302.40
106	DISHWASHING FOAM, 100x70x40mm	4	piece	207.20
107	DISHWASHING LIQUID, 240ml/bottle	44	bottle	5,720.00
108	DISHWASHING LIQUID, 780ml/bottle	6	bottle	1,814.40
109	DISHWASHING LIQUID, Refill, 550ml/pack	18	pack	4,037.40
110	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	2,522.00
111	DISINFECTANT SOLUTION, Concentrate, 500ml/bottle	9	bottle	6,293.70
112	DISINFECTANT SPRAY, 340g/can	10	can	5,508.00
113	DISINFECTANT SPRAY, 510g/can	6	can	4,333.80
114	Disposable Bowl, 100s/pack	8	pack	2,376.00
115	Disposable cups, 12oz, 25s/pack, Styro	6	pack	546.00
116	Disposable Cups, 8oz, 25s/pack, Styro	11	pack	517.00
117	Disposable Cups, 8oz, 50s/pack, paper	6	pack	557.40
118	Disposable Cups, Plastic, 25s/pack 8 oz	56	pack	1,573.60
119	Disposable Cups, Plastic, 50s/pack 12 oz	8	pack	587.20
120	Disposable Fork, 100s/pack	14	pack	2,268.00
121	Disposable Fork, 25s/pack	2	pack	78.80
122	Disposable Gloves, 50s/box	1	pack	511.00
123	Disposable Gloves, 50's/box	40	box	20,440.00
124	Disposable Paper Plate, 100s/pack	18	pack	3,207.60
125	Disposable Spoon, 100s/pack	20	pack	3,240.00
126	Disposable spoon, 25s/pack	2	pack	78.80
127	Door Latch Frame Set	1	pack	2,700.00
128	DOOR MAT, Cloth	30	piece	2,025.00
129	DOOR MAT, Rubber	9	piece	3,766.50
130	Doorknob	1	piece	1,098.90
131	Doorknob, Heavy Duty	3	piece	5,670.00
132	DUSTPAN, Plastic, Large, with Handle	4	piece	351.20
133	ECG Tracing Paper	10	roll	1,500.00
134	Electric Stove, Double Burner, Heavy Duty	1	unit	1,618.70

135	Electric Stove, Double Burner, Heavy Duty, 1200watts per Burner	1	unit	3,631.50
136	ELECTRICAL TAPE, Big	2	piece	167.40
137	ELECTRICAL TAPE, Small	12	piece	518.40
138	Emersion Oil, 30ml (Microscope)	2	Pieces	6,075.00
139	ENVELOPE, Brown, A4, 500pcs/box	1	box	2,700.00
140	ENVELOPE, Brown, Legal, 500pcs/box	1	box	3,375.00
141	ENVELOPE, Brown, Legal, Single	95	piece	646.00
142	ENVELOPE, Brown, Short, Single	10	piece	54.00
143	ENVELOPE, Expanding, Kraftboard, Long	80	piece	1,840.00
144	ENVELOPE, Mailing, White, Long, 500s/box	3	box	1,247.40
145	Essential Oil (for Air Purifier)	1	bottle	945.00
146	Extension Cord, 10meters, 4 port, universal	2	piece	2,700.00
147	Extension Cord, 3m, 6gang	7	piece	4,725.00
148	Extension Cord, 4 gang, 3-5meters, with Switch, Heavy Duty	3	piece	3,240.00
149	FABRIC CONDITIONER, 22ml/pack	155	pack	1,674.00
150	FABRIC CONDITIONER, 900ml/bottle	4	bottle	758.00
151	Face Mask Disposable, Basic, 50s/pack	44	pack	3,564.00
152	Face Mask, KN95 10s/box	5	box	2,430.00
153	Face Mask, KN95 10's/Box	10	box	4,860.00
154	FACIAL TISSUE, 100s/pack	10	pack	1,377.00
155	Fire Extinguisher Refill per lbs	100	pound	8,100.00
156	FLASH DRIVE, 16gb	2	piece	675.00
157	FLASH DRIVE, 32gb	9	piece	4,860.00
158	Flashlight, Rechargeable	12	piece	11,032.80
159	Flat bed sheet	2	box	1,350.00
160	Flat Cord, #18/2, per meter	27	piece	880.20
161	Floor Mat, Linoleum	2	piece	297.00
162	Flourescent Starter	1	piece	20.30
163	Flourescent Tube 18 watts LED	10	piece	2,903.00
164	Flourescent Tube LED Straight, T8 18 watts, 180-264 volts, Daylight	3	piece	2,025.00
165	Flourescent Tube, 40watts	2	piece	268.80
166	Fluorescent Tube, LED, T8	14	piece	4,663.40
167	Fly Paper	140	piece	6,090.00
168	FOLDER, Pressboard, Long, 100sheets/box	5	box	13,500.00
169	FOLDER, Pressobard, Long, 100sheets/box	2	box	5,400.00
170	FOLDER, Tagboard, A4	10	piece	75.00
171	FOLDER, Tagboard, Long	11	piece	89.10
172	FOLDER, Tagboard, Long, 100pcs/pack	1	pack	810.00
173	FOLDER, Tagboard, Short	1	piece	6.10
174	FURNITURE CLEANER, with Cleansing Conditioner, 330ml/can	8	can	3,281.60
175	Gauze/Bandage, 4x4, 5's/pack	100	pack	7,088.00

176	GLASS CLEANER, with Sprayer, 350ml/bottle	3	bottle	511.20
177	GLASS CLEANER, with Sprayer, 500ml/bottle	3	bottle	648.00
178	GLUE STICK, 4s/pack	5	pack	439.00
179	GLUE, All Purpose, 130g/jar	17	jar	1,331.10
180	GLUE, All Purpose, 240g/jar	10	jar	1,688.00
181	Goggles Heavy Duty	3	piece	3,645.00
182	GUN TACKER WIRE, T50, 1250pcs/box	2	box	432.00
183	Hammer	1	pair	471.20
184	Hand Gloves, Cloth	6	pair	307.80
185	Hand Gloves, Leather	4	pair	737.20
186	Hand Gloves, Rubber	1	pair	205.90
187	Hand Gloves, surgical 100s/box	8	piece	3,456.00
188	Hand Gloves, surgical 100's/box	20	box	8,640.00
189	Hand Gloves, orange rubber gloves construction, Heavy duty cotton	6	pair	648.00
190	HAND SANITIZER, 200ml/bottle	5	bottle	1,282.50
191	Hydrogen Peroxide, 1L	10	bottle	5,703.00
192	Ice box chest 15 liters	1	piece	1,863.00
193	Ice box chest 30 liters	2	piece	5,022.00
194	INSECTICIDE SPRAY, 500ml/can	21	can	10,699.50
195	KEYBOARD MOUSE PACK, Wired, USB Connection	2	pack	2,362.60
196	KEYBOARD, with NumPad, Wired, USB Connection	2	piece	1,134.00
197	Kitchen Knife	3	piece	607.50
198	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	7,594.00
199	LED Head lamp	2	piece	486.00
200	LIQUID SOSA, 500ml/bottle	14	bottle	2,154.60
201	Long Nose Plier	1	piece	1,080.00
202	LPG Refill	9	piece	10,935.00
203	MANILA PAPER, 24sheets/roll	5	roll	877.50
204	MARKER INK REFILL, Permanent, 20ml/bottle, Black	10	bottle	1,080.00
205	MARKER, Permanent, Broad Tip, Black	32	piece	1,600.00
206	MARKER, Permanent, Broad Tip, Blue	5	piece	250.00
207	MARKER, Permanent, Broad Tip, Red	5	piece	250.00
208	MARKER, Permanent, Fine Tip, 12pcs/box, Black	10	box	5,994.00
209	MARKER, Permanent, Fine Tip, 12pcs/box, Blue	1	box	599.40
210	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	599.40
211	MARKER, Permanent, Fine Tip, Black	33	piece	1,650.00
212	MARKER, Whiteboard, Broad Tip, Black	6	piece	486.00

213	MARKER, Whiteboard, Fine Tip, Black	5	piece	405.00
214	MARKER, Whiteboard, Fine Tip, Red	2	piece	162.00
215	Measuring Tape, 30m	1	unit	741.20
216	Measuring Tape, 5m	1	piece	309.20
217	Monobloc Chair with Back Rest, without arm rest	10	piece	5,751.00
218	Monobloc Chair, high stool, 28"	30	piece	16,530.00
219	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	7	piece	3,283.00
220	MOP HANDLE, Wooden Handle, Metal Frame, 5ft	5	piece	1,539.00
221	MOP REFILL, Tornado	7	piece	1,498.00
222	MOP SQUEEZER, Tornado	1	set	2,211.30
223	MOPHEAD, Cotton, 500g	19	piece	2,644.80
224	MOPHEAD, Cotton, 600g	5	piece	812.50
225	Moth Balls	5	piece	108.00
226	MOUSE PAD, Basic	5	piece	270.00
227	MOUSE, Optical, Wired, USB Connection	13	piece	3,949.40
228	MURIATIC ACID, 1gallon/bottle	2	bottle	675.00
229	MURIATIC ACID, 1L/bottle	1	bottle	144.50
230	MURIATIC ACID, 500ml/bottle	25	bottle	1,620.00
231	NOTE PAD, Stick On, 2" x 3", 100sheets/pad	14	pad	714.00
232	NOTE PAD, Stick On, 3" x 3", 100sheets/pad	44	pad	3,181.20
233	NOTE PAD, Stick On, 3" x 4", 100sheets/pad	27	pad	2,662.20
234	NOTE PAD, Stick On, 3" x 5", 100sheets/pad	9	pad	1,020.60
235	NOTEBOOK, Spiral, 80 leaves	4	piece	140.40
236	Office Jacket	11	piece	16,632.00
237	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 300 pages	10	piece	2,582.00
238	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 500 pages	10	piece	2,869.00
239	Oxygen Tank Refill	40	cylinder	42,120.00
240	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	405.00
241	Pail, Plastic, 16liters	4	piece	1,390.80
242	Pail, Plastic, 20liters w/ cover	4	piece	3,088.80
243	Paint, 1gallon	1	piece	1,154.30
244	PAPER CLIP, Plastic Coated, 33mm, 50g/box	1	box	20.30
245	PAPER CLIP, Plastic Coated, 50mm, 50g/box	3	box	113.40
246	PAPER FASTENER, Metal, 50s/box	24	box	2,268.00
247	PAPER FASTENER, Plastic, 50S/BOX	25	box	1,520.00
248	PAPER TOWEL, Jumbo Roll, 2ply	4	roll	1,042.40

249	PAPER/DOCUMENT TRAY, 3 Layers, Plastic Base, Metal Rod Frame	4	piece	4,309.20
250	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	931.60
251	PENCIL, Lead #1, 12s/box	2	box	222.20
252	PENCIL, Lead #2, 12s/box	19	box	2,110.90
253	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	6	pack	810.00
254	Plaque	15	piece	15,000.00
255	Plastic Bag, Clear, 100s, 8x10	25	piece	557.50
256	Plastic Bag, Sando, Large	19	piece	4,425.10
257	Plastic Bag, Sando, Medium	16	piece	1,804.80
258	Plastic Bag, Sando, Small	6	piece	376.80
259	Plastic Bag, Sando, XL	14	piece	4,158.00
260	Plier Set Tool Kit Heavy Duty (Mechanical, Wire and Long Nose)	2	pack	6,966.00
261	PLIER, Long Nose, 8"	2	piece	638.00
262	Post Screw, 2"	100	pack	1,350.00
263	Povidone Iodine, 1L	5	piece	4,644.00
264	PRINTER INK CARTRIDGE, Canon 810, Black	4	piece	5,832.00
265	PRINTER INK CARTRIDGE, Canon 811, Tri-Color	2	piece	3,847.60
266	PRINTER INK CARTRIDGE, HP 680, Black	6	piece	4,357.80
267	PRINTER INK CARTRIDGE, HP 680, Tri-Color	4	piece	2,905.20
268	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	87	bottle	36,705.30
269	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	14	bottle	5,906.60
270	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	14	bottle	5,906.60
271	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	14	bottle	5,906.60
272	PRINTER INK REFILL, Epson T6641, 70ml/bottle, Black	3	bottle	1,265.70
273	PRINTER INK REFILL, Epson T6642, 70ml/bottle, Cyan	2	bottle	843.80
274	PRINTER INK REFILL, Epson T6643, 70ml/bottle, Magenta	2	bottle	843.80
275	PRINTER INK REFILL, Epson T6644, 70ml/bottle, Yellow	2	bottle	843.80
276	PRINTER INK REFILL, Epson T6731, 70ml/bottle, Black	3	bottle	2,025.00
277	PRINTER INK REFILL, Epson T6732, 70ml/bottle, Cyan	1	bottle	675.00
278	PRINTER INK REFILL, Epson T6733, 70ml/bottle, Magenta	1	bottle	675.00

279	PRINTER INK REFILL, Epson T6734, 70ml/bottle, Yellow	1	bottle	675.00
280	PRINTER INK REFILL, Epson T6735, 70ml/bottle, Light Cyan	1	bottle	675.00
281	PRINTER INK REFILL, Epson T6736, 70ml/bottle, Light Magenta	1	bottle	675.00
282	PRINTER INK REFILL, HP GT52, 70ml/bottle, Black	1	bottle	425.30
283	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Black	3	bottle	2,016.90
284	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Cyan	1	bottle	672.30
285	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Magenta	1	bottle	672.30
286	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Yellow	1	bottle	672.30
287	PUNCHER, Paper, Heavy Duty, Two Hole Guide	11	piece	2,896.30
288	PUSH BRUSH, Wooden Handle	2	piece	385.00
289	PUSH PIN, 100pcs/box	2	box	86.40
290	RAG, Cotton, 8"	80	piece	760.00
291	RAG, Cotton, 8", per kilo	9	kilo	1,166.40
292	Rainboots	30	piece	16,200.00
293	Rainboots, white	40	piece	21,600.00
294	Raincoat, Butterfly	2	piece	1,080.00
295	Raincoat, with Pants	3	set	1,863.00
296	RECORD BOOK, Hard Bound, 150 pages	20	piece	1,486.00
297	RIBBON CARTRIDGE, Epson C13S015632, Black, for LX-310	20	piece	3,240.00
298	RIBBON CARTRIDGE, Epson S015327, Black, FX-2175 and FX-2190	5	piece	2,329.00
299	RUBBER BAND, #14	1	box	229.50
300	RUBBER BAND, #18	17	box	6,104.70
301	RULER, Hard Plastic, 12"	10	piece	540.00
302	RULER, Steel, 18"	1	piece	148.50
303	SCISSORS, Multi-Purpose, 6"	3	pair	243.00
304	SCISSORS, Multi-Purpose, 8"	17	pair	1,836.00
305	SCOURING PAD, 3pcs/pack	7	pack	756.00
306	SCOURING PAD, with Foam	9	piece	466.20
307	Screw Driver, Flat Screw	1	piece	141.40
308	Screw Driver, Philip Screw	1	piece	141.40
309	SIGN PEN, Gel Point, 0.5mm, Black	33	piece	4,233.90
310	SIGN PEN, Gel Point, 0.5mm, Blue	30	piece	3,849.00
311	SIGN PEN, Gel Point, 0.5mm, Green	20	piece	2,566.00
312	SIGN PEN, Gel Point, 1.0mm, Black	10	piece	1,283.00
313	SIGN PEN, Impact Gel, 1.0mm, Black	5	piece	641.50
314	SOAP, Hand Wash Liquid, 500ml/bottle	9	bottle	2,259.90

315	SOLID STATE DRIVE, approx. 240GB, SATA	3	piece	7,068.90
316	SPECIALTY PAPER, 220gsm, A4, 100sheets/bundle	1	bundle	391.50
317	SPECIALTY PAPER, 220gsm, A4, 10sheets/pack	27	pack	1,385.10
318	SPECIALTY PAPER, 220gsm, Long, 100sheets/bundle	1	bundle	438.80
319	SPONGE, Regular, with Scrub Pad	2	piece	103.60
320	Sprayer bottle	30	piece	2,334.00
321	SQUEEGEE, with Handle	2	piece	512.40
322	STAMP PAD INK, 30ml/bottle	2	bottle	121.60
323	STAMP PAD, Big	5	piece	459.00
324	STAMP, Self Inking, Customized, Big	4	piece	6,117.20
325	STAMP, Self Inking, Customized, Small	5	piece	5,493.00
326	STAPLE REMOVER, Twin Jaws	1	piece	35.50
327	STAPLE WIRE, #10, 1000pcs/box	5	box	81.00
328	STAPLE WIRE, #35, 5000pcs/box	27	box	2,551.50
329	STAPLER, #10, Small	5	piece	749.50
330	STAPLER, #35, Heavy Duty, with Staple Remover	19	piece	10,260.00
331	STAPLER, Heavy Duty Metal, 210sheets capacity, Desktop	1	unit	2,970.00
332	Steel Wool, 30g	16	piece	1,036.80
333	Stethoscope	20	piece	21,600.00
334	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	20	pack	642.00
335	STICKER PAPER, A4, Matte, 10sheets/pack	12	pack	972.00
336	STICKER PAPER, Legal, Glossy, 10sheets/pack	3	pack	243.00
337	STORAGE BOX, Plastic, with Cover, 67 Liters	3	piece	2,754.00
338	Strainer, Aluminum, Big	1	piece	562.30
339	TAPE DISPENSER, Heavy Duty, 1", Desktop	1	piece	172.80
340	TAPE DISPENSER, Heavy Duty, 2", Packaging	2	piece	182.40
341	TAPE, Double Sided, 1"	13	roll	1,614.60
342	TAPE, Duct, 2"	11	roll	2,866.60
343	TAPE, Masking, 1"	23	roll	1,117.80
344	TAPE, Packaging, 2"	24	roll	1,588.80
345	TISSUE PAPER, 2ply, 12rolls/pack	85	pack	20,009.00
346	TISSUE PAPER, 2ply, 9rolls/pack	7	pack	1,249.50
347	TOILET BOWL AND URINAL CLEANER, 900ml/bottle	23	bottle	4,655.20
348	TOILET BOWL BRUSH, Metal Handle	6	piece	550.80
349	TOILET BOWL BRUSH, Wooden Handle	2	piece	175.60

350	TOILET DEODORANT CAKE, 100g	25	piece	1,740.00
351	TOILET DEODORANT CAKE, 50g	100	piece	3,970.00
352	TOILET SUCTION PUMP, Rubber, Wooden Handle	2	piece	280.80
353	TONER CARTRIDGE, HP 285a (85a), Black	2	piece	13,486.60
354	TONER CARTRIDGE, HP 35a, Black	1	piece	5,224.50
355	Top Glass, for Office Table	1	piece	2,106.00
356	Towel, Hand 9" x 15"	11	piece	415.80
357	Towel, Hand 9" x 15"	20	unit	756.00
358	TRASH BAG, Plastic, Large, 10pcs/pack	78	pack	5,608.20
359	TRASH BAG, Plastic, Medium, 10pcs/pack	64	pack	3,129.60
360	TRASH BAG, Plastic, Xlarge, 10pcs/pack	168	pack	18,144.00
361	TRASH BAG, Plastic, XXXLarge, 10pcs/pack	105	pack	16,107.00
362	TRASH CAN, with Cover	5	piece	1,066.50
363	Ultrasound Gel	10	piece	13,500.00
364	Used Newspaper	60	kg	6,090.00

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 CY 2024** in the amount of **ONE MILLION EIGHTY ONE THOUSAND FOUR HUNDRED FOUR AND 50/100 PHILIPPINE PESOS (PhP 1,081,404.50)**.

2.2. The source of funding is:

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

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. Not applicable.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 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:

Subcontracting is not allowed.

- 7.2. Not applicable.
- 7.3. Not applicable.
- 7.4. Not applicable

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} 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 **FIVE (5) 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.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. Not Applicable.

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 e.
 - 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 **Section VII (Technical Specifications)**.
- 12.2. Not Applicable.

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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **ONE HUNDRED TWENTY (120) C.D. FROM THE DATE OF BID OPENING**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. Not Applicable.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission 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**.

16.2. Not Applicable

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.

- 18.2. Not Applicable.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. 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

- 20.1. Not applicable.

- 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. PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR VARIOUS OFFICES / DEPARTMENTS USE, DAGUPAN CITY b. completed within FIVE (5) YEARS prior to the deadline for the submission and receipt of bids.
7.1	Not Applicable.
12	The price of the Goods shall be quoted DDP DAGUPAN CITY or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of the ABC, if bid security is in Surety Bond.
15.0	<p>The Bidder shall submit in ONE SEALED ENVELOPE marked as "BID PROPOSAL" and containing the following sealed envelopes;</p> <p>1st Sealed Envelope, marked as "ORIGINAL BID", containing the following two separate sealed envelopes with corresponding labels:</p> <ul style="list-style-type: none"> ➤ Original - Technical Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped "certified true copy", and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label "Original - Technical Component". ➤ Original - Financial Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label "Original - Financial Component". <p>2nd Sealed Envelope, marked as "COPY NO. 1", containing the following two separate sealed envelopes with corresponding labels:</p>

	<p>➤ Copy No. 1 – Technical Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped “certified true copy”, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label “Copy No. 1- Technical Component”.</p> <p>➤ Copy No. 1 – Financial Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label “Copy No. 1 – Financial Component”.</p> <p>3rd Sealed Envelope, marked as “COPY NO. 2”, containing the following two separate sealed envelopes with corresponding labels:</p> <p>➤ Copy No. 2 – Technical Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and photo-copies shall be stamped “certified true copy”, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label “Copy No. 2- Technical Component”.</p> <p>➤ Copy No. 2 – Financial Component. The bid documents in legal paper size shall be arranged in accordance with the checklist of Bid Requirement and label tabs on each requirement, and shall be signed, and each and every page shall be initialed, by the bidder /or duly authorized representative/s. Documents shall be put in a folder and then put in a sealed envelope with the label “Copy No. 2 – Financial Component”.</p> <p>All envelopes and folders shall bear the following:</p> <p>a) Contain the name of the contract to be bid in Capital Letters; b) Bear the name and address of the Bidder in Capital Letters; c) Be addressed to the Procuring Entity’s BAC as follows:</p> <p style="text-align: center;">BIDS AND AWARDS COMMITTEE CITY GOVERNMENT OF DAGUPAN CITY HALL COMPLEX, A.B. FERNANDEZ AVE., DAGUPAN CITY</p> <p>d) Bear a warning “DO NOT OPEN BEFORE...” the date and time of the opening of bid as indicated in the IB</p>
19.3	Not Applicable.
20.2	Not Applicable.

21.2	Not Applicable.
------	-----------------

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered DAGUPAN CITY. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered DAGUPAN CITY. 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>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;
	<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</p>

their receipt and final acceptance at the final destination.

Intellectual Property Rights –

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.

Section VI. Schedule of Requirements

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

Item No.	Item Description	Qty	Unit	Delivered, Weeks/Months
1	Adapter Plug	3	piece	
2	ADDING MACHINE TAPE, 2"	20	roll	
3	AIR FRESHENER REFILL, for Auto Spray, 269ml	1	piece	
4	AIR FRESHENER, 320ml/can	19	can	
5	AIR FRESHENER, Auto Spray, 269ml	1	piece	
6	ALCOHOL, Ethyl, 70% Solution, 1gallon/bottle	1	bottle	
7	ALCOHOL, Ethyl, 70% Solution, 1liter/bottle Pump	2	bottle	
8	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle	15	bottle	
9	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle	21	bottle	
10	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	95	bottle	
11	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle Pump	5	bottle	
12	BALLPEN, Crystal Tech, 0.5, 50s/box, Black	17	box	
13	BALLPEN, Crystal Tech, 0.5, 50s/box, Blue	1	box	
14	BALLPEN, Crystal Tech, 0.5, Blue	51	piece	
15	BALLPEN, Crystal Tech, 0.5, Red	50	piece	
16	BALLPEN, Fine Tip, 0.5, Black	101	piece	
17	BALLPEN, Fine Tip, 0.5, Blue	6	piece	
18	BALLPEN, Fine Tip, 0.5, Red	5	piece	
19	BALLPEN, Gel Pen, 0.5, Black	25	piece	
20	BALLPEN, Gel Pen, 0.5, Blue	25	piece	
21	BALLPEN, Gel Pen, 0.5, Red	5	piece	
22	BALLPEN, Retractable, 0.5, Black	81	piece	
23	BALLPEN, Retractable, 0.5, Blue	20	piece	
24	BALLPEN, Retractable, 0.5, Red	10	piece	
25	BALLPEN, Tech Point, 0.3mm, Black	5	piece	
26	Basin, Aluminum, Big	1	piece	
27	Basin, Aluminum, small	2	piece	
28	Bathroom Mirror	3	piece	
29	BATHROOM SOAP, 125g/box	6	box	

30	BATHROOM SOAP, 175g/box	29	box	
31	BATHROOM SOAP, 55g/pack	3	pack	
32	BATHROOM SOAP, 85g/box	10	box	
33	Battery +C, 2pcs/pack	6	pack	
34	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	
35	BATTERY, Dry Cell, Size AAA, 4pcs/pack	17	pack	
36	BATTERY, Dry Cell, Size D, 1.5 volts, 2pc/pack	2	pack	
37	BATTERY, Rechargeable, Size AA, 2pcs/pack	3	pack	
38	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	
39	BILL/ FINGERTIP MOISTENER, 20g/canister	10	canister	
40	BLEACHING SOLUTION, 100ml/bottle	3	bottle	
41	BLEACHING SOLUTION, 1gallon/bottle	8	bottle	
42	BLEACHING SOLUTION, 1liter/bottle	30	bottle	
43	Bolo, Big	5	piece	
44	Bolo, Regular size	5	piece	
45	BOND PAPER, A4, Subs. 18, 500sheets/ream	20	ream	
46	BOND PAPER, A4, Subs. 20, 500sheets/ream	2	ream	
47	BOND PAPER, Legal, Subs. 18, 500sheets/ream	46	ream	
48	BOND PAPER, Legal, Subs. 18, Colored, 500sheets/ream	2	ream	
49	BOND PAPER, Legal, Subs. 20, 500sheets/ream	7	ream	
50	BOND PAPER, Legal, Subs. 24, 500sheets/ream	5	ream	
51	BOND PAPER, Letter, Subs. 18, 500sheets/ream	10	ream	
52	BOND PAPER, Letter, Subs. 18, Colored, 500sheets/ream	7	ream	
53	BOND PAPER, Letter, Subs. 20, 500sheets/ream	106	ream	
54	BOOK PAPER, Letter, Subs. 20, 500sheets/ream	20	ream	
55	BOOKBIND COVER, Long, Clear Plastic, 5s/pack	2	pack	
56	BROOM, Soft (Tambo)	22	piece	
57	BROOM, Stick (Ting-ting)	19	piece	
58	Bulb, 11watts	5	piece	
59	Bulb, 9 watts, LED Bulb Daylight	5	piece	
60	Bulb, LED, 25 watts	3	piece	
61	Butane Canister Refill	5	piece	

62	Cable Ties 5inch 100pcs	12	pack	
63	Cable Ties 6inch 100pcs	12	pack	
64	CALCULATOR, Basic Compact, 14 Digits	5	piece	
65	Car Deodorizer	3	piece	
66	CARTOLINA, Single, Colored	30	pack	
67	CARTOLINA, Single, White	11	pack	
68	CEILING COBWEB REMOVER, long Wooden/ Plastic Handle	2	piece	
69	Certificate Holder, A4	19	piece	
70	Certificate Holder, Short	6	piece	
71	Chopping board, 12*10 inches	1	piece	
72	Chopping Knife	6	piece	
73	CLEANER, Toilet Bowl and Urinal, 500ml/bottle	1	bottle	
74	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	
75	CLEANSER, Scouring Powder, 350g/canister	22	canister	
76	Cling Wrap	1	roll	
77	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box	6	box	
78	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box	8	box	
79	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box	2	box	
80	CLIP BULLDOG, Big, 12pcs/box	1	box	
81	CLIP BULLDOG, Small, 12pcs/box	1	box	
82	CLIPBOARD, A4 Size, Metal Clamping, Plastic Board	1	piece	
83	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	6	piece	
84	CLOTH, Franela	10	piece	
85	Coffee Maker 700w	1	unit	
86	Common Nail 2" & 3"	5	kilo	
87	COMPACT DISC, ReWriteable, with Case	213	piece	
88	Concrete Nails 2"	5	kilo	
89	CONSTRUCTION PAPER, Assorted Colors, 10sheets/pack	5	pack	
90	CONTINUOUS FORM, 1 ply, 280x241mm (11x9 1/2), Subs. 20	6	box	
91	CORRECTION PEN, 12ml/piece	7	piece	
92	CORRECTION TAPE REFILL, 6m x 5mm, 2pcs/pack	1	pack	
93	CORRECTION TAPE, 8m x 5mm	99	piece	
94	CORRECTION TAPE, Refillable, 6m x 5mm	1	pack	

95	CUTTER BLADE, Heavy Duty Refill, 10pcs/tube	2	tube	
96	CUTTER, Heavy Duty	5	piece	
97	DATA FILE BOX, Double	8	piece	
98	DATA Folder 3" Ledger 70mm Long two tables Green	10	piece	
99	DATER STAMP, 3mm	7	piece	
100	DETERGENT BAR, 125g/piece	14	piece	
101	DETERGENT BAR, 380g/piece	43	piece	
102	DETERGENT POWDER, 1kg/pack	17	pack	
103	DETERGENT POWDER, 50g/pack	223	pack	
104	Digital Thermometer	10	piece	
105	Dipper	8	piece	
106	DISHWASHING FOAM, 100x70x40mm	4	piece	
107	DISHWASHING LIQUID, 240ml/bottle	44	bottle	
108	DISHWASHING LIQUID, 780ml/bottle	6	bottle	
109	DISHWASHING LIQUID, Refill, 550ml/pack	18	pack	
110	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	
111	DISINFECTANT SOLUTION, Concentrate, 500ml/bottle	9	bottle	
112	DISINFECTANT SPRAY, 340g/can	10	can	
113	DISINFECTANT SPRAY, 510g/can	6	can	
114	Disposable Bowl, 100s/pack	8	pack	
115	Disposable cups, 12oz, 25s/pack, Styro	6	pack	
116	Disposable Cups, 8oz, 25s/pack, Styro	11	pack	
117	Disposable Cups, 8oz, 50s/pack, paper	6	pack	
118	Disposable Cups, Plastic, 25s/pack 8 oz	56	pack	
119	Disposable Cups, Plastic, 50s/pack 12 oz	8	pack	
120	Disposable Fork, 100s/pack	14	pack	
121	Disposable Fork, 25s/pack	2	pack	
122	Disposable Gloves, 50s/box	1	pack	
123	Disposable Gloves, 50's/box	40	box	
124	Disposable Paper Plate, 100s/pack	18	pack	
125	Disposable Spoon, 100s/pack	20	pack	
126	Disposable spoon, 25s/pack	2	pack	
127	Door Latch Frame Set	1	pack	
128	DOOR MAT, Cloth	30	piece	
129	DOOR MAT, Rubber	9	piece	
130	Doorknob	1	piece	
131	Doorknob, Heavy Duty	3	piece	
132	DUSTPAN, Plastic, Large, with Handle	4	piece	
133	ECG Tracing Paper	10	roll	
134	Electric Stove, Double Burner, Heavy Duty	1	unit	

135	Electric Stove, Double Burner, Heavy Duty, 1200watts per Burner	1	unit	
136	ELECTRICAL TAPE, Big	2	piece	
137	ELECTRICAL TAPE, Small	12	piece	
138	Emersion Oil, 30ml (Microscope)	2	Pieces	
139	ENVELOPE, Brown, A4, 500pcs/box	1	box	
140	ENVELOPE, Brown, Legal, 500pcs/box	1	box	
141	ENVELOPE, Brown, Legal, Single	95	piece	
142	ENVELOPE, Brown, Short, Single	10	piece	
143	ENVELOPE, Expanding, Kraftboard, Long	80	piece	
144	ENVELOPE, Mailing, White, Long, 500s/box	3	box	
145	Essential Oil (for Air Purifier)	1	bottle	
146	Extension Cord, 10meters, 4 port, universal	2	piece	
147	Extension Cord, 3m, 6gang	7	piece	
148	Extension Cord, 4 gang, 3-5meters, with Switch, Heavy Duty	3	piece	
149	FABRIC CONDITIONER, 22ml/pack	155	pack	
150	FABRIC CONDITIONER, 900ml/bottle	4	bottle	
151	Face Mask Disposable, Basic, 50s/pack	44	pack	
152	Face Mask, KN95 10s/box	5	box	
153	Face Mask, KN95 10's/Box	10	box	
154	FACIAL TISSUE, 100s/pack	10	pack	
155	Fire Extinguisher Refill per lbs	100	pound	
156	FLASH DRIVE, 16gb	2	piece	
157	FLASH DRIVE, 32gb	9	piece	
158	Flashlight, Rechargeable	12	piece	
159	Flat bed sheet	2	box	
160	Flat Cord, #18/2, per meter	27	piece	
161	Floor Mat, Linoleum	2	piece	
162	Flourescent Starter	1	piece	
163	Flourescent Tube 18 watts LED	10	piece	
164	Flourescent Tube LED Straight, T8 18 watts, 180-264 volts, Daylight	3	piece	
165	Flourescent Tube, 40watts	2	piece	
166	Fluorescent Tube, LED, T8	14	piece	
167	Fly Paper	140	piece	
168	FOLDER, Pressboard, Long, 100sheets/box	5	box	
169	FOLDER, Pressobard, Long, 100sheets/box	2	box	
170	FOLDER, Tagboard, A4	10	piece	
171	FOLDER, Tagboard, Long	11	piece	
172	FOLDER, Tagboard, Long, 100pcs/pack	1	pack	
173	FOLDER, Tagboard, Short	1	piece	
174	FURNITURE CLEANER, with Cleansing Conditioner, 330ml/can	8	can	

175	Gauze/Bandage, 4x4, 5's/pack	100	pack	
176	GLASS CLEANER, with Sprayer, 350ml/bottle	3	bottle	
177	GLASS CLEANER, with Sprayer, 500ml/bottle	3	bottle	
178	GLUE STICK, 4s/pack	5	pack	
179	GLUE, All Purpose, 130g/jar	17	jar	
180	GLUE, All Purpose, 240g/jar	10	jar	
181	Goggles Heavy Duty	3	piece	
182	GUN TACKER WIRE, T50, 1250pcs/box	2	box	
183	Hammer	1	pair	
184	Hand Gloves, Cloth	6	pair	
185	Hand Gloves, Leather	4	pair	
186	Hand Gloves, Rubber	1	pair	
187	Hand Gloves, surgical 100s/box	8	piece	
188	Hand Gloves, surgical 100's/box	20	box	
189	Hand Gloves, orange rubber gloves construction, Heavy duty cotton	6	pair	
190	HAND SANITIZER, 200ml/bottle	5	bottle	
191	Hydrogen Peroxide, 1L	10	bottle	
192	Ice box chest 15 liters	1	piece	
193	Ice box chest 30 liters	2	piece	
194	INSECTICIDE SPRAY, 500ml/can	21	can	
195	KEYBOARD MOUSE PACK, Wired, USB Connection	2	pack	
196	KEYBOARD, with NumPad, Wired, USB Connection	2	piece	
197	Kitchen Knife	3	piece	
198	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	
199	LED Head lamp	2	piece	
200	LIQUID SOSA, 500ml/bottle	14	bottle	
201	Long Nose Plier	1	piece	
202	LPG Refill	9	piece	
203	MANILA PAPER, 24sheets/roll	5	roll	
204	MARKER INK REFILL, Permanent, 20ml/bottle, Black	10	bottle	
205	MARKER, Permanent, Broad Tip, Black	32	piece	
206	MARKER, Permanent, Broad Tip, Blue	5	piece	
207	MARKER, Permanent, Broad Tip, Red	5	piece	
208	MARKER, Permanent, Fine Tip, 12pcs/box, Black	10	box	
209	MARKER, Permanent, Fine Tip, 12pcs/box, Blue	1	box	
210	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	

211	MARKER, Permanent, Fine Tip, Black	33	piece	
212	MARKER, Whiteboard, Broad Tip, Black	6	piece	
213	MARKER, Whiteboard, Fine Tip, Black	5	piece	
214	MARKER, Whiteboard, Fine Tip, Red	2	piece	
215	Measuring Tape, 30m	1	unit	
216	Measuring Tape, 5m	1	piece	
217	Monobloc Chair with Back Rest, without arm rest	10	piece	
218	Monobloc Chair, high stool, 28"	30	piece	
219	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	7	piece	
220	MOP HANDLE, Wooden Handle, Metal Frame, 5ft	5	piece	
221	MOP REFILL, Tornado	7	piece	
222	MOP SQUEEZER, Tornado	1	set	
223	MOPHEAD, Cotton, 500g	19	piece	
224	MOPHEAD, Cotton, 600g	5	piece	
225	Moth Balls	5	piece	
226	MOUSE PAD, Basic	5	piece	
227	MOUSE, Optical, Wired, USB Connection	13	piece	
228	MURIATIC ACID, 1gallon/bottle	2	bottle	
229	MURIATIC ACID, 1L/bottle	1	bottle	
230	MURIATIC ACID, 500ml/bottle	25	bottle	
231	NOTE PAD, Stick On, 2" x 3", 100sheets/pad	14	pad	
232	NOTE PAD, Stick On, 3" x 3", 100sheets/pad	44	pad	
233	NOTE PAD, Stick On, 3" x 4", 100sheets/pad	27	pad	
234	NOTE PAD, Stick On, 3" x 5", 100sheets/pad	9	pad	
235	NOTEBOOK, Spiral, 80 leaves	4	piece	
236	Office Jacket	11	piece	
237	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 300 pages	10	piece	
238	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 500 pages	10	piece	
239	Oxygen Tank Refill	40	cylinder	
240	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	
241	Pail, Plastic, 16liters	4	piece	
242	Pail, Plastic, 20liters w/ cover	4	piece	
243	Paint, 1gallon	1	piece	
244	PAPER CLIP, Plastic Coated, 33mm, 50g/box	1	box	
245	PAPER CLIP, Plastic Coated, 50mm, 50g/box	3	box	
246	PAPER FASTENER, Metal, 50s/box	24	box	

247	PAPER FASTENER, Plastic, 50S/BOX	25	box	
248	PAPER TOWEL, Jumbo Roll, 2ply	4	roll	
249	PAPER/DOCUMENT TRAY, 3 Layers, Plastic Base, Metal Rod Frame	4	piece	
250	PENCIL SHARPENER, Manual, Single Cutter Head	2	piece	
251	PENCIL, Lead #1, 12s/box	2	box	
252	PENCIL, Lead #2, 12s/box	19	box	
253	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	6	pack	
254	Plaque	15	piece	
255	Plastic Bag, Clear, 100s, 8x10	25	piece	
256	Plastic Bag, Sando, Large	19	piece	
257	Plastic Bag, Sando, Medium	16	piece	
258	Plastic Bag, Sando, Small	6	piece	
259	Plastic Bag, Sando, XL	14	piece	
260	Plier Set Tool Kit Heavy Duty (Mechanical, Wire and Long Nose)	2	pack	
261	PLIER, Long Nose, 8"	2	piece	
262	Post Screw, 2"	100	pack	
263	Povidone Iodine, 1L	5	piece	
264	PRINTER INK CARTRIDGE, Canon 810, Black	4	piece	
265	PRINTER INK CARTRIDGE, Canon 811, Tri-Color	2	piece	
266	PRINTER INK CARTRIDGE, HP 680, Black	6	piece	
267	PRINTER INK CARTRIDGE, HP 680, Tri-Color	4	piece	
268	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	87	bottle	
269	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	14	bottle	
270	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	14	bottle	
271	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	14	bottle	
272	PRINTER INK REFILL, Epson T6641, 70ml/bottle, Black	3	bottle	
273	PRINTER INK REFILL, Epson T6642, 70ml/bottle, Cyan	2	bottle	
274	PRINTER INK REFILL, Epson T6643, 70ml/bottle, Magenta	2	bottle	
275	PRINTER INK REFILL, Epson T6644, 70ml/bottle, Yellow	2	bottle	
276	PRINTER INK REFILL, Epson T6731, 70ml/bottle, Black	3	bottle	
277	PRINTER INK REFILL, Epson T6732,	1	bottle	

	70ml/bottle, Cyan			
278	PRINTER INK REFILL, Epson T6733, 70ml/bottle, Magenta	1	bottle	
279	PRINTER INK REFILL, Epson T6734, 70ml/bottle, Yellow	1	bottle	
280	PRINTER INK REFILL, Epson T6735, 70ml/bottle, Light Cyan	1	bottle	
281	PRINTER INK REFILL, Epson T6736, 70ml/bottle, Light Magenta	1	bottle	
282	PRINTER INK REFILL, HP GT52, 70ml/bottle, Black	1	bottle	
283	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Black	3	bottle	
284	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Cyan	1	bottle	
285	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Magenta	1	bottle	
286	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Yellow	1	bottle	
287	PUNCHER, Paper, Heavy Duty, Two Hole Guide	11	piece	
288	PUSH BRUSH, Wooden Handle	2	piece	
289	PUSH PIN, 100pcs/box	2	box	
290	RAG, Cotton, 8"	80	piece	
291	RAG, Cotton, 8", per kilo	9	kilo	
292	Rainboots	30	piece	
293	Rainboots, white	40	piece	
294	Raincoat, Butterfly	2	piece	
295	Raincoat, with Pants	3	set	
296	RECORD BOOK, Hard Bound, 150 pages	20	piece	
297	RIBBON CARTRIDGE, Epson C13S015632, Black, for LX-310	20	piece	
298	RIBBON CARTRIDGE, Epson S015327, Black, FX-2175 and FX-2190	5	piece	
299	RUBBER BAND, #14	1	box	
300	RUBBER BAND, #18	17	box	
301	RULER, Hard Plastic, 12"	10	piece	
302	RULER, Steel, 18"	1	piece	
303	SCISSORS, Multi-Purpose, 6"	3	pair	
304	SCISSORS, Multi-Purpose, 8"	17	pair	
305	SCOURING PAD, 3pcs/pack	7	pack	
306	SCOURING PAD, with Foam	9	piece	
307	Screw Driver, Flat Screw	1	piece	
308	Screw Driver, Philip Screw	1	piece	
309	SIGN PEN, Gel Point, 0.5mm, Black	33	piece	
310	SIGN PEN, Gel Point, 0.5mm, Blue	30	piece	
311	SIGN PEN, Gel Point, 0.5mm, Green	20	piece	

312	SIGN PEN, Gel Point, 1.0mm, Black	10	piece	
313	SIGN PEN, Impact Gel, 1.0mm, Black	5	piece	
314	SOAP, Hand Wash Liquid, 500ml/bottle	9	bottle	
315	SOLID STATE DRIVE, approx. 240GB, SATA	3	piece	
316	SPECIALTY PAPER, 220gsm, A4, 100sheets/bundle	1	bundle	
317	SPECIALTY PAPER, 220gsm, A4, 10sheets/pack	27	pack	
318	SPECIALTY PAPER, 220gsm, Long, 100sheets/bundle	1	bundle	
319	SPONGE, Regular, with Scrub Pad	2	piece	
320	Sprayer bottle	30	piece	
321	SQUEEGEE, with Handle	2	piece	
322	STAMP PAD INK, 30ml/bottle	2	bottle	
323	STAMP PAD, Big	5	piece	
324	STAMP, Self Inking, Customized, Big	4	piece	
325	STAMP, Self Inking, Customized, Small	5	piece	
326	STAPLE REMOVER, Twin Jaws	1	piece	
327	STAPLE WIRE, #10, 1000pcs/box	5	box	
328	STAPLE WIRE, #35, 5000pcs/box	27	box	
329	STAPLER, #10, Small	5	piece	
330	STAPLER, #35, Heavy Duty, with Staple Remover	19	piece	
331	STAPLER, Heavy Duty Metal, 210sheets capacity, Desktop	1	unit	
332	Steel Wool, 30g	16	piece	
333	Stethoscope	20	piece	
334	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	20	pack	
335	STICKER PAPER, A4, Matte, 10sheets/pack	12	pack	
336	STICKER PAPER, Legal, Glossy, 10sheets/pack	3	pack	
337	STORAGE BOX, Plastic, with Cover, 67 Liters	3	piece	
338	Strainer, Aluminum, Big	1	piece	
339	TAPE DISPENSER, Heavy Duty, 1", Desktop	1	piece	
340	TAPE DISPENSER, Heavy Duty, 2", Packaging	2	piece	
341	TAPE, Double Sided, 1"	13	roll	
342	TAPE, Duct, 2"	11	roll	
343	TAPE, Masking, 1"	23	roll	
344	TAPE, Packaging, 2"	24	roll	
345	TISSUE PAPER, 2ply, 12rolls/pack	85	pack	
346	TISSUE PAPER, 2ply, 9rolls/pack	7	pack	

347	TOILET BOWL AND URINAL CLEANER, 900ml/bottle	23	bottle	
348	TOILET BOWL BRUSH, Metal Handle	6	piece	
349	TOILET BOWL BRUSH, Wooden Handle	2	piece	
350	TOILET DEODORANT CAKE, 100g	25	piece	
351	TOILET DEODORANT CAKE, 50g	100	piece	
352	TOILET SUCTION PUMP, Rubber, Wooden Handle	2	piece	
353	TONER CARTRIDGE, HP 285a (85a), Black	2	piece	
354	TONER CARTRIDGE, HP 35a, Black	1	piece	
355	Top Glass, for Office Table	1	piece	
356	Towel, Hand 9" x 15"	11	piece	
357	Towel, Hand 9" x 15"	20	unit	
358	TRASH BAG, Plastic, Large, 10pcs/pack	78	pack	
359	TRASH BAG, Plastic, Medium, 10pcs/pack	64	pack	
360	TRASH BAG, Plastic, Xlarge, 10pcs/pack	168	pack	
361	TRASH BAG, Plastic, XXXLarge, 10pcs/pack	105	pack	
362	TRASH CAN, with Cover	5	piece	
363	Ultrasound Gel	10	piece	
364	Used Newspaper	60	kg	

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item No.	Item Description	Qty	Unit	Statement of Compliance
1	Adapter Plug	3	piece	
2	ADDING MACHINE TAPE, 2"	20	roll	
3	AIR FRESHENER REFILL, for Auto Spray, 269ml	1	piece	
4	AIR FRESHENER, 320ml/can	19	can	
5	AIR FRESHENER, Auto Spray, 269ml	1	piece	
6	ALCOHOL, Ethyl, 70% Solution, 1gallon/bottle	1	bottle	
7	ALCOHOL, Ethyl, 70% Solution, 1liter/bottle Pump	2	bottle	
8	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle	15	bottle	
9	ALCOHOL, Isopropyl, 70% Solution, 1gallon/bottle	21	bottle	
10	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	95	bottle	
11	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle Pump	5	bottle	
12	BALLPEN, Crystal Tech, 0.5, 50s/box, Black	17	box	
13	BALLPEN, Crystal Tech, 0.5, 50s/box, Blue	1	box	
14	BALLPEN, Crystal Tech, 0.5, Blue	51	piece	
15	BALLPEN, Crystal Tech, 0.5, Red	50	piece	

16	BALLPEN, Fine Tip, 0.5, Black	101	piece	
17	BALLPEN, Fine Tip, 0.5, Blue	6	piece	
18	BALLPEN, Fine Tip, 0.5, Red	5	piece	
19	BALLPEN, Gel Pen, 0.5, Black	25	piece	
20	BALLPEN, Gel Pen, 0.5, Blue	25	piece	
21	BALLPEN, Gel Pen, 0.5, Red	5	piece	
22	BALLPEN, Retractable, 0.5, Black	81	piece	
23	BALLPEN, Retractable, 0.5, Blue	20	piece	
24	BALLPEN, Retractable, 0.5, Red	10	piece	
25	BALLPEN, Tech Point, 0.3mm, Black	5	piece	
26	Basin, Aluminum, Big	1	piece	
27	Basin, Aluminum, small	2	piece	
28	Bathroom Mirror	3	piece	
29	BATHROOM SOAP, 125g/box	6	box	
30	BATHROOM SOAP, 175g/box	29	box	
31	BATHROOM SOAP, 55g/pack	3	pack	
32	BATHROOM SOAP, 85g/box	10	box	
33	Battery +C, 2pcs/pack	6	pack	
34	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	
35	BATTERY, Dry Cell, Size AAA, 4pcs/pack	17	pack	
36	BATTERY, Dry Cell, Size D, 1.5 volts, 2pc/pack	2	pack	
37	BATTERY, Rechargeable, Size AA, 2pcs/pack	3	pack	
38	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	
39	BILL/ FINGERTIP MOISTENER, 20g/canister	10	canister	
40	BLEACHING SOLUTION, 100ml/bottle	3	bottle	
41	BLEACHING SOLUTION, 1gallon/bottle	8	bottle	
42	BLEACHING SOLUTION, 1liter/bottle	30	bottle	
43	Bolo, Big	5	piece	
44	Bolo, Regular size	5	piece	
45	BOND PAPER, A4, Subs. 18, 500sheets/ream	20	ream	
46	BOND PAPER, A4, Subs. 20, 500sheets/ream	2	ream	
47	BOND PAPER, Legal, Subs. 18, 500sheets/ream	46	ream	
48	BOND PAPER, Legal, Subs. 18, Colored, 500sheets/ream	2	ream	
49	BOND PAPER, Legal, Subs. 20, 500sheets/ream	7	ream	
50	BOND PAPER, Legal, Subs. 24, 500sheets/ream	5	ream	
51	BOND PAPER, Letter, Subs. 18, 500sheets/ream	10	ream	

52	BOND PAPER, Letter, Subs. 18, Colored, 500sheets/ream	7	ream	
53	BOND PAPER, Letter, Subs. 20, 500sheets/ream	106	ream	
54	BOOK PAPER, Letter, Subs. 20, 500sheets/ream	20	ream	
55	BOOKBIND COVER, Long, Clear Plastic, 5s/pack	2	pack	
56	BROOM, Soft (Tambo)	22	piece	
57	BROOM, Stick (Ting-ting)	19	piece	
58	Bulb, 11watts	5	piece	
59	Bulb, 9 watts, LED Bulb Daylight	5	piece	
60	Bulb, LED, 25 watts	3	piece	
61	Butane Canister Refill	5	piece	
62	Cable Ties 5inch 100pcs	12	pack	
63	Cable Ties 6inch 100pcs	12	pack	
64	CALCULATOR, Basic Compact, 14 Digits	5	piece	
65	Car Deodorizer	3	piece	
66	CARTOLINA, Single, Colored	30	pack	
67	CARTOLINA, Single, White	11	pack	
68	CEILING COBWEB REMOVER, long Wooden/ Plastic Handle	2	piece	
69	Certificate Holder, A4	19	piece	
70	Certificate Holder, Short	6	piece	
71	Chopping board, 12*10 inches	1	piece	
72	Chopping Knife	6	piece	
73	CLEANER, Toilet Bowl and Urinal, 500ml/bottle	1	bottle	
74	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	
75	CLEANSER, Scouring Powder, 350g/canister	22	canister	
76	Cling Wrap	1	roll	
77	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box	6	box	
78	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box	8	box	
79	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box	2	box	
80	CLIP BULLDOG, Big, 12pcs/box	1	box	
81	CLIP BULLDOG, Small, 12pcs/box	1	box	
82	CLIPBOARD, A4 Size, Metal Clamping, Plastic Board	1	piece	
83	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	6	piece	
84	CLOTH, Franela	10	piece	

85	Coffee Maker 700w	1	unit	
86	Common Nail 2" & 3"	5	kilo	
87	COMPACT DISC, ReWriteable, with Case	213	piece	
88	Concrete Nails 2"	5	kilo	
89	CONSTRUCTION PAPER, Assorted Colors, 10sheets/pack	5	pack	
90	CONTINUOUS FORM, 1 ply, 280x241mm (11x9 1/2), Subs. 20	6	box	
91	CORRECTION PEN, 12ml/piece	7	piece	
92	CORRECTION TAPE REFILL, 6m x 5mm, 2pcs/pack	1	pack	
93	CORRECTION TAPE, 8m x 5mm	99	piece	
94	CORRECTION TAPE, Refillable, 6m x 5mm	1	pack	
95	CUTTER BLADE, Heavy Duty Refill, 10pcs/tube	2	tube	
96	CUTTER, Heavy Duty	5	piece	
97	DATA FILE BOX, Double	8	piece	
98	DATA Folder 3" Ledger 70mm Long two tables Green	10	piece	
99	DATER STAMP, 3mm	7	piece	
100	DETERGENT BAR, 125g/piece	14	piece	
101	DETERGENT BAR, 380g/piece	43	piece	
102	DETERGENT POWDER, 1kg/pack	17	pack	
103	DETERGENT POWDER, 50g/pack	223	pack	
104	Digital Thermometer	10	piece	
105	Dipper	8	piece	
106	DISHWASHING FOAM, 100x70x40mm	4	piece	
107	DISHWASHING LIQUID, 240ml/bottle	44	bottle	
108	DISHWASHING LIQUID, 780ml/bottle	6	bottle	
109	DISHWASHING LIQUID, Refill, 550ml/pack	18	pack	
110	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	
111	DISINFECTANT SOLUTION, Concentrate, 500ml/bottle	9	bottle	
112	DISINFECTANT SPRAY, 340g/can	10	can	
113	DISINFECTANT SPRAY, 510g/can	6	can	
114	Disposable Bowl, 100s/pack	8	pack	
115	Disposable cups, 12oz, 25s/pack, Styro	6	pack	
116	Disposable Cups, 8oz, 25s/pack, Styro	11	pack	
117	Disposable Cups, 8oz, 50s/pack, paper	6	pack	
118	Disposable Cups, Plastic, 25s/pack 8 oz	56	pack	
119	Disposable Cups, Plastic, 50s/pack 12 oz	8	pack	
120	Disposable Fork, 100s/pack	14	pack	
121	Disposable Fork, 25s/pack	2	pack	

122	Disposable Gloves, 50s/box	1	pack	
123	Disposable Gloves, 50's/box	40	box	
124	Disposable Paper Plate, 100s/pack	18	pack	
125	Disposable Spoon, 100s/pack	20	pack	
126	Disposable spoon, 25s/pack	2	pack	
127	Door Latch Frame Set	1	pack	
128	DOOR MAT, Cloth	30	piece	
129	DOOR MAT, Rubber	9	piece	
130	Doorknob	1	piece	
131	Doorknob, Heavy Duty	3	piece	
132	DUSTPAN, Plastic, Large, with Handle	4	piece	
133	ECG Tracing Paper	10	roll	
134	Electric Stove, Double Burner, Heavy Duty	1	unit	
135	Electric Stove, Double Burner, Heavy Duty, 1200watts per Burner	1	unit	
136	ELECTRICAL TAPE, Big	2	piece	
137	ELECTRICAL TAPE, Small	12	piece	
138	Emersion Oil, 30ml (Microscope)	2	Pieces	
139	ENVELOPE, Brown, A4, 500pcs/box	1	box	
140	ENVELOPE, Brown, Legal, 500pcs/box	1	box	
141	ENVELOPE, Brown, Legal, Single	95	piece	
142	ENVELOPE, Brown, Short, Single	10	piece	
143	ENVELOPE, Expanding, Kraftboard, Long	80	piece	
144	ENVELOPE, Mailing, White, Long, 500s/box	3	box	
145	Essential Oil (for Air Purifier)	1	bottle	
146	Extension Cord, 10meters, 4 port, universal	2	piece	
147	Extension Cord, 3m, 6gang	7	piece	
148	Extension Cord, 4 gang, 3-5meters, with Switch, Heavy Duty	3	piece	
149	FABRIC CONDITIONER, 22ml/pack	155	pack	
150	FABRIC CONDITIONER, 900ml/bottle	4	bottle	
151	Face Mask Disposable, Basic, 50s/pack	44	pack	
152	Face Mask, KN95 10s/box	5	box	
153	Face Mask, KN95 10's/Box	10	box	
154	FACIAL TISSUE, 100s/pack	10	pack	
155	Fire Extinguisher Refill per lbs	100	pound	
156	FLASH DRIVE, 16gb	2	piece	
157	FLASH DRIVE, 32gb	9	piece	
158	Flashlight, Rechargeable	12	piece	
159	Flat bed sheet	2	box	
160	Flat Cord, #18/2, per meter	27	piece	
161	Floor Mat, Linoleum	2	piece	
162	Flourescent Starter	1	piece	
163	Flourescent Tube 18 watts LED	10	piece	

164	Flourescent Tube LED Straight, T8 18 watts, 180-264 volts, Daylight	3	piece	
165	Flourescent Tube, 40watts	2	piece	
166	Fluorescent Tube, LED, T8	14	piece	
167	Fly Paper	140	piece	
168	FOLDER, Pressboard, Long, 100sheets/box	5	box	
169	FOLDER, Pressobard, Long, 100sheets/box	2	box	
170	FOLDER, Tagboard, A4	10	piece	
171	FOLDER, Tagboard, Long	11	piece	
172	FOLDER, Tagboard, Long, 100pcs/pack	1	pack	
173	FOLDER, Tagboard, Short	1	piece	
174	FURNITURE CLEANER, with Cleansing Conditioner, 330ml/can	8	can	
175	Gauze/Bandage, 4x4, 5's/pack	100	pack	
176	GLASS CLEANER, with Sprayer, 350ml/bottle	3	bottle	
177	GLASS CLEANER, with Sprayer, 500ml/bottle	3	bottle	
178	GLUE STICK, 4s/pack	5	pack	
179	GLUE, All Purpose, 130g/jar	17	jar	
180	GLUE, All Purpose, 240g/jar	10	jar	
181	Goggles Heavy Duty	3	piece	
182	GUN TACKER WIRE, T50, 1250pcs/box	2	box	
183	Hammer	1	pair	
184	Hand Gloves, Cloth	6	pair	
185	Hand Gloves, Leather	4	pair	
186	Hand Gloves, Rubber	1	pair	
187	Hand Gloves, surgical 100s/box	8	piece	
188	Hand Gloves, surgical 100's/box	20	box	
189	Hand Gloves, orange rubber gloves construction, Heavy duty cotton	6	pair	
190	HAND SANITIZER, 200ml/bottle	5	bottle	
191	Hydrogen Peroxide, 1L	10	bottle	
192	Ice box chest 15 liters	1	piece	
193	Ice box chest 30 liters	2	piece	
194	INSECTICIDE SPRAY, 500ml/can	21	can	
195	KEYBOARD MOUSE PACK, Wired, USB Connection	2	pack	
196	KEYBOARD, with NumPad, Wired, USB Connection	2	piece	
197	Kitchen Knife	3	piece	
198	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	
199	LED Head lamp	2	piece	
200	LIQUID SOSA, 500ml/bottle	14	bottle	
201	Long Nose Plier	1	piece	

202	LPG Refill	9	piece	
203	MANILA PAPER, 24sheets/roll	5	roll	
204	MARKER INK REFILL, Permanent, 20ml/bottle, Black	10	bottle	
205	MARKER, Permanent, Broad Tip, Black	32	piece	
206	MARKER, Permanent, Broad Tip, Blue	5	piece	
207	MARKER, Permanent, Broad Tip, Red	5	piece	
208	MARKER, Permanent, Fine Tip, 12pcs/box, Black	10	box	
209	MARKER, Permanent, Fine Tip, 12pcs/box, Blue	1	box	
210	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	
211	MARKER, Permanent, Fine Tip, Black	33	piece	
212	MARKER, Whiteboard, Broad Tip, Black	6	piece	
213	MARKER, Whiteboard, Fine Tip, Black	5	piece	
214	MARKER, Whiteboard, Fine Tip, Red	2	piece	
215	Measuring Tape, 30m	1	unit	
216	Measuring Tape, 5m	1	piece	
217	Monobloc Chair with Back Rest, without arm rest	10	piece	
218	Monobloc Chair, high stool, 28"	30	piece	
219	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	7	piece	
220	MOP HANDLE, Wooden Handle, Metal Frame, 5ft	5	piece	
221	MOP REFILL, Tornado	7	piece	
222	MOP SQUEEZER, Tornado	1	set	
223	MOPHEAD, Cotton, 500g	19	piece	
224	MOPHEAD, Cotton, 600g	5	piece	
225	Moth Balls	5	piece	
226	MOUSE PAD, Basic	5	piece	
227	MOUSE, Optical, Wired, USB Connection	13	piece	
228	MURIATIC ACID, 1gallon/bottle	2	bottle	
229	MURIATIC ACID, 1L/bottle	1	bottle	
230	MURIATIC ACID, 500ml/bottle	25	bottle	
231	NOTE PAD, Stick On, 2" x 3", 100sheets/pad	14	pad	
232	NOTE PAD, Stick On, 3" x 3", 100sheets/pad	44	pad	
233	NOTE PAD, Stick On, 3" x 4", 100sheets/pad	27	pad	
234	NOTE PAD, Stick On, 3" x 5", 100sheets/pad	9	pad	
235	NOTEBOOK, Spiral, 80 leaves	4	piece	
236	Office Jacket	11	piece	
237	OFFICIAL RECORD BOOK, 8.5x11, Hard	10	piece	

	Bound, 300 pages			
238	OFFICIAL RECORD BOOK, 8.5x11, Hard Bound, 500 pages	10	piece	
239	Oxygen Tank Refill	40	cylinder	
240	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	
241	Pail, Plastic, 16liters	4	piece	
242	Pail, Plastic, 20liters w/ cover	4	piece	
243	Paint, 1gallon	1	piece	
244	PAPER CLIP, Plastic Coated, 33mm, 50g/box	1	box	
245	PAPER CLIP, Plastic Coated, 50mm, 50g/box	3	box	
246	PAPER FASTENER, Metal, 50s/box	24	box	
247	PAPER FASTENER, Plastic, 50S/BOX	25	box	
248	PAPER TOWEL, Jumbo Roll, 2ply	4	roll	
249	PAPER/DOCUMENT TRAY, 3 Layers, Plastic Base, Metal Rod Frame	4	piece	
250	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	
251	PENCIL, Lead #1, 12s/box	2	box	
252	PENCIL, Lead #2, 12s/box	19	box	
253	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	6	pack	
254	Plaque	15	piece	
255	Plastic Bag, Clear, 100s, 8x10	25	piece	
256	Plastic Bag, Sando, Large	19	piece	
257	Plastic Bag, Sando, Medium	16	piece	
258	Plastic Bag, Sando, Small	6	piece	
259	Plastic Bag, Sando, XL	14	piece	
260	Plier Set Tool Kit Heavy Duty (Mechanical, Wire and Long Nose)	2	pack	
261	PLIER, Long Nose, 8"	2	piece	
262	Post Screw, 2"	100	pack	
263	Povidone Iodine, 1L	5	piece	
264	PRINTER INK CARTRIDGE, Canon 810, Black	4	piece	
265	PRINTER INK CARTRIDGE, Canon 811, Tri-Color	2	piece	
266	PRINTER INK CARTRIDGE, HP 680, Black	6	piece	
267	PRINTER INK CARTRIDGE, HP 680, Tri-Color	4	piece	
268	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	87	bottle	
269	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	14	bottle	
270	PRINTER INK REFILL, Epson 003,	14	bottle	

	65ml/bottle, Magenta			
271	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	14	bottle	
272	PRINTER INK REFILL, Epson T6641, 70ml/bottle, Black	3	bottle	
273	PRINTER INK REFILL, Epson T6642, 70ml/bottle, Cyan	2	bottle	
274	PRINTER INK REFILL, Epson T6643, 70ml/bottle, Magenta	2	bottle	
275	PRINTER INK REFILL, Epson T6644, 70ml/bottle, Yellow	2	bottle	
276	PRINTER INK REFILL, Epson T6731, 70ml/bottle, Black	3	bottle	
277	PRINTER INK REFILL, Epson T6732, 70ml/bottle, Cyan	1	bottle	
278	PRINTER INK REFILL, Epson T6733, 70ml/bottle, Magenta	1	bottle	
279	PRINTER INK REFILL, Epson T6734, 70ml/bottle, Yellow	1	bottle	
280	PRINTER INK REFILL, Epson T6735, 70ml/bottle, Light Cyan	1	bottle	
281	PRINTER INK REFILL, Epson T6736, 70ml/bottle, Light Magenta	1	bottle	
282	PRINTER INK REFILL, HP GT52, 70ml/bottle, Black	1	bottle	
283	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Black	3	bottle	
284	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Cyan	1	bottle	
285	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Magenta	1	bottle	
286	PRINTER INK REFILL, Universal Pigment, 1L/bottle, Yellow	1	bottle	
287	PUNCHER, Paper, Heavy Duty, Two Hole Guide	11	piece	
288	PUSH BRUSH, Wooden Handle	2	piece	
289	PUSH PIN, 100pcs/box	2	box	
290	RAG, Cotton, 8"	80	piece	
291	RAG, Cotton, 8", per kilo	9	kilo	
292	Rainboots	30	piece	
293	Rainboots, white	40	piece	
294	Raincoat, Butterfly	2	piece	
295	Raincoat, with Pants	3	set	
296	RECORD BOOK, Hard Bound, 150 pages	20	piece	
297	RIBBON CARTRIDGE, Epson C13S015632, Black, for LX-310	20	piece	
298	RIBBON CARTRIDGE, Epson S015327, Black, FX-2175 and FX-2190	5	piece	

299	RUBBER BAND, #14	1	box	
300	RUBBER BAND, #18	17	box	
301	RULER, Hard Plastic, 12"	10	piece	
302	RULER, Steel, 18"	1	piece	
303	SCISSORS, Multi-Purpose, 6"	3	pair	
304	SCISSORS, Multi-Purpose, 8"	17	pair	
305	SCOURING PAD, 3pcs/pack	7	pack	
306	SCOURING PAD, with Foam	9	piece	
307	Screw Driver, Flat Screw	1	piece	
308	Screw Driver, Philip Screw	1	piece	
309	SIGN PEN, Gel Point, 0.5mm, Black	33	piece	
310	SIGN PEN, Gel Point, 0.5mm, Blue	30	piece	
311	SIGN PEN, Gel Point, 0.5mm, Green	20	piece	
312	SIGN PEN, Gel Point, 1.0mm, Black	10	piece	
313	SIGN PEN, Impact Gel, 1.0mm, Black	5	piece	
314	SOAP, Hand Wash Liquid, 500ml/bottle	9	bottle	
315	SOLID STATE DRIVE, approx. 240GB, SATA	3	piece	
316	SPECIALTY PAPER, 220gsm, A4, 100sheets/bundle	1	bundle	
317	SPECIALTY PAPER, 220gsm, A4, 10sheets/pack	27	pack	
318	SPECIALTY PAPER, 220gsm, Long, 100sheets/bundle	1	bundle	
319	SPONGE, Regular, with Scrub Pad	2	piece	
320	Sprayer bottle	30	piece	
321	SQUEEGEE, with Handle	2	piece	
322	STAMP PAD INK, 30ml/bottle	2	bottle	
323	STAMP PAD, Big	5	piece	
324	STAMP, Self Inking, Customized, Big	4	piece	
325	STAMP, Self Inking, Customized, Small	5	piece	
326	STAPLE REMOVER, Twin Jaws	1	piece	
327	STAPLE WIRE, #10, 1000pcs/box	5	box	
328	STAPLE WIRE, #35, 5000pcs/box	27	box	
329	STAPLER, #10, Small	5	piece	
330	STAPLER, #35, Heavy Duty, with Staple Remover	19	piece	
331	STAPLER, Heavy Duty Metal, 210sheets capacity, Desktop	1	unit	
332	Steel Wool, 30g	16	piece	
333	Stethoscope	20	piece	
334	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	20	pack	
335	STICKER PAPER, A4, Matte, 10sheets/pack	12	pack	
336	STICKER PAPER, Legal, Glossy,	3	pack	

	10sheets/pack			
337	STORAGE BOX, Plastic, with Cover, 67 Liters	3	piece	
338	Strainer, Aluminum, Big	1	piece	
339	TAPE DISPENSER, Heavy Duty, 1", Desktop	1	piece	
340	TAPE DISPENSER, Heavy Duty, 2", Packaging	2	piece	
341	TAPE, Double Sided, 1"	13	roll	
342	TAPE, Duct, 2"	11	roll	
343	TAPE, Masking, 1"	23	roll	
344	TAPE, Packaging, 2"	24	roll	
345	TISSUE PAPER, 2ply, 12rolls/pack	85	pack	
346	TISSUE PAPER, 2ply, 9rolls/pack	7	pack	
347	TOILET BOWL AND URINAL CLEANER, 900ml/bottle	23	bottle	
348	TOILET BOWL BRUSH, Metal Handle	6	piece	
349	TOILET BOWL BRUSH, Wooden Handle	2	piece	
350	TOILET DEODORANT CAKE, 100g	25	piece	
351	TOILET DEODORANT CAKE, 50g	100	piece	
352	TOILET SUCTION PUMP, Rubber, Wooden Handle	2	piece	
353	TONER CARTRIDGE, HP 285a (85a), Black	2	piece	
354	TONER CARTRIDGE, HP 35a, Black	1	piece	
355	Top Glass, for Office Table	1	piece	
356	Towel, Hand 9" x 15"	11	piece	
357	Towel, Hand 9" x 15"	20	unit	
358	TRASH BAG, Plastic, Large, 10pcs/pack	78	pack	
359	TRASH BAG, Plastic, Medium, 10pcs/pack	64	pack	
360	TRASH BAG, Plastic, Xlarge, 10pcs/pack	168	pack	
361	TRASH BAG, Plastic, XXLarge, 10pcs/pack	105	pack	
362	TRASH CAN, with Cover	5	piece	
363	Ultrasound Gel	10	piece	
364	Used Newspaper	60	kg	

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

Name: _____

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

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

- ☐ (m) 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.

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.

25 FINANCIAL COMPONENT ENVELOPE

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

