



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ  
Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF TRANSPORTATION AND COMMUNICATIONS**  
MOTC Building, BARMM Compound, Cotabato City  
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# Supply and Delivery of Various Office Supplies for MOTC-BARMM 1<sup>st</sup> Quarter

Contract ID No: 24GAAB0002  
ABC: PhP 3,478,056.00

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

***Section I. Invitation to Bid***



## INVITATION TO BID

### “Supply and Delivery of Various Office Supplies for MOTC- BARMM 1<sup>st</sup> Quarter”

Contract ID No: 24GAAB0002

1. The **Ministry of Transportation and Communications – BARMM** through the **General Appropriations Act of the Bangsamoro 2024** intends to apply the sum of **Three Million Four Hundred Seventy-Eight Thousand Fifty-Six Pesos Only (PhP 3,478,056.00)** being the ABC to payments under the contract for **Contract ID No: 24GAAB0002** with the following minimum specifications:

Description	ABC in PhP	Cost of Bidding Documents in (PhP)
Supply and Delivery of Various Office Supplies for MOTC- BARMM 1 <sup>st</sup> Quarter	<b>PhP 3,478,056.00</b>	<b>PhP 5,000.00</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Ministry of Transportation and Communications – BARMM** now invites bids for the above Procurement Project. Delivery of the Goods is required with in **Thirty (30) Calendar Days**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. 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.
5. Prospective Bidders may obtain further information from **Ministry of Transportation and Communications – BARMM** and inspect the Bidding Documents at the address given below during 8:00AM to 5:00PM during working days.

6. A complete set of Bidding Documents may be acquired by interested Bidders on, **May 29, 2024 – June 17, 2024 from** the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.
7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in **person or through electronic means**.
8. The **Ministry of Transportation and Communications - BARMM** will hold a Pre-Bid Conference on **June 4, 2024 at 1:00 PM** at **BLTO Conference Room, Bangsamoro Government Center, Gov. Gutierrez Avenue, RH 7, Cotabato City** and/or through video conferencing or webcasting *via Zoom Meeting*, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **June 17, 2024 at 1:00 PM**. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be on **June 17, 2024 at 1:00 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The **Ministry of Transportation and Communications – BARMM** 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 the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

Name of Officer	:	<b>ASNIFHA A. ALIASGAR</b> Engineer III Head, BAC Secretariat
Name of Office	:	<b>Ministry of Transportation and Communications – BARMM</b>
Address	:	NTC Building, Bangsamoro Government Center, Gov. Gutierrez Avenue, RH 7, Cotabato City
Telephone No.	:	<b>(064) 552-0055</b>
Email Address	:	motcbarmm.proc@gmail.com

**May 27, 2024**

**ATTY. ABUBAKAR A. KATAMBAK**  
Director II, Water Transportation Services Chairperson,  
Chairperson, Regular Bids and Awards Committee (RBAC)



## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, **Ministry of Transportation and Communications - BARMM** wishes to receive Bids for the “**Supply and Delivery of Various Office Supplies for MOTC-BARMM 1<sup>st</sup> Quarter**, with identification number **Contract ID No 24GAAB0002**

The Procurement Project (referred to herein as “Project”) is composed of the “**Supply and Delivery of Various Supplies for MOTC-BARMM 1<sup>st</sup> Quarter**, 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 General Appropriations Act of the Bangsamoro 2024 **Three Million Four Hundred Seventy-Eight Thousand Fifty-Six Pesos Only (PhP 3,478,056.00).**

2.2. The source of funding is: General Appropriations Act of the Bangsamoro 2024 (GAAB 2024)

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 at least fifty (50) % 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 Procuring Entity has prescribed that: **Subcontracting is not allowed.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address MOTC Conference Room, Bangsamoro Government Center, Gov. Gutierrez Avenue, RH 7, Cotabato City, 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 *two (2) 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.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **December 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one (1) original copy and one (1) certified true copy of the first and second components of its Bid.

### **16. Deadline for Submission of Bids**

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

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furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items, which shall be awarded as separate contracts per item.
- 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**

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**

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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <b>“Supply and Delivery of Various Office Supplies for MOTC-BARMM 1<sup>st</sup> Quarter.</b></li> <li>b. completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>								
7.1	No further instruction.								
12	The price of the Goods shall be quoted DDP <b>Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than [<i>two percent (2%) of ABC</i>], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than [<i>five percent (5%) of ABC</i>] if bid security is in Surety Bond.</li> </ul>								
15	Submit one (1) original copy and one (1) certified true copy of the first and second components of its Bid duly signed and sealed in One (1) Envelope.								
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Contract ID Number</th> <th style="text-align: center;">Project Title</th> <th style="text-align: center;">Approved Budget for the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">24GAAB0002</td> <td style="text-align: center;"><b>Supply and Delivery of Various Supplies for MOTC-BARMM 1<sup>st</sup> Quarter</b></td> <td style="text-align: center;"><b>PhP 3,478056.00</b></td> </tr> </tbody> </table>			Contract ID Number	Project Title	Approved Budget for the Contract (ABC)	24GAAB0002	<b>Supply and Delivery of Various Supplies for MOTC-BARMM 1<sup>st</sup> Quarter</b>	<b>PhP 3,478056.00</b>
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24GAAB0002	<b>Supply and Delivery of Various Supplies for MOTC-BARMM 1<sup>st</sup> Quarter</b>	<b>PhP 3,478056.00</b>							
20.2	No further instruction.								
21.2	No further instruction.								

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “<b>Supply and Delivery of Various Office Supplies for MOTC-BARMM 1<sup>st</sup> Quarter</b>” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <b>MOTC Regional Office, Bangsamoro Government Center, Gov. Gutierrez Avenue, RH 7, Cotabato City</b>. 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>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>MOTC-BARMM, Regional Office, Cotabato City</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.</li> </ol>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **10 years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **One (1)** month of placing the order.

**Packaging –**

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>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic</p>



	<p>Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.1	No further instructions.
2.2	No further instructions.
4	The inspections and tests that will be conducted are based on the <b>Commission on Audit (COA) Revised Manual on Inspection and COA Memorandum No. 98-023</b>

## *Section VI. Schedule of Requirements*

The contractor must be able to complete and deliver the supply and delivery within the period stated hereunder.

<b>Item No.</b>	<b>Stock No.</b>	<b>Unit</b>	<b>Quantity</b>	<b>Description</b>	<b>Place of Delivery</b>	<b>Schedule of Delivery</b>
1	010	Gal	739	Alcohol 70 % Antiseptic Solution	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
2	018	pcs	3,680	Ballpen (Black), Retractable	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
3	018A	pcs	606	Ballpen (Blue), Retractable	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
4	018B	pcs	618	Ballpen (Red), Retractable	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
5	005	pcs	123	Battery AA	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
6	005A	pcs	209	Battery AAA	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
7	049	boxes	210	Binder Clips 1"	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
8	049A	boxes	472	Binder Clips 2"	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
9	001B	reams	780	Bondpaper (A4) 80 gsm	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
10	001A	reams	2,368	Bondpaper (Long) 80 gsm	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
11	001	reams	1,394	Bondpaper (Short) 80 gsm	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
12	033	packs	48	Carbon Paper (Color: Blue)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
13	050	pcs	2,215	Clear Folder with Slide (Short)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
14	050A	pcs	2,695	Clear Folder with Slide (Long)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
15	051	packs	590	Colored Index Tabbing	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
16	013	pcs	928	Correction Tape (Refillable)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
17	013A	pcs	327	Correction Tape (Refill)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
18	030	pcs	66	Electrical Tape	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
19	008A	pcs	3,292	Envelope Brown (Long)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
20	008	pcs	2,385	Envelope Brown (Shor)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
21	004	pcs	4,138	Expanded Envelope (Brown)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
22	003	pcs	1,369	Expanded Folder (Brown)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
23	020	boxes	497	Face Mask	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
24	023	boxes	800	Facial Tissue, (3-ply, 140 pulls/380 sheets)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed

25	012A	pcs	3,292	File Folder-Brown (Long)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
26	012	pcs	2,385	File Folder-Brown (Short)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
27	012	pcs	504	File Folder-White (Long)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
28	012B	pcs	285	File Folder-White (Short)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
29	022	bottles	42	Hand Sanitizer (Pump Bottle with nozzle - 500ml)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
30	026	bottles	28	Hand Soap (Pump Bottle with nozzle - 500ml)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
31	029	pcs	233	Highlighter	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
32	024	bottles	276	Ink Brother (BT D60) Black	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
33	024A	bottles	4	Ink Brother (BT 6000) Black	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
34	024B	bottles	265	Ink Brother (BT 5000) Cyan	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
35	024C	bottles	284	Ink Brother (BT 5000) Magenta	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
36	024D	bottles	258	Ink Brother (BT 5000) Yellow	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
37	028	bottles	126	Ink Epson (003) Black	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
38	028A	bottles	110	Ink Epson (003) Cyan	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
39	028B	bottles	111	Ink Epson (003) Magenta	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
40	028C	bottles	111	Ink Epson (003) Yellow	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
41	017	rolls	205	Masking Tape	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
42	032	rolls	332	Packing Tape	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
43	014A	boxes	438	Paper Clip (Big)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
44	014	boxes	207	Paper Clip (Small)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
45	006	boxes	335	Paper Fastener	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
46	015	pcs	554	Pencil	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
47	007	pcs	357	Permanent Marker (Black, Fine Tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
48	007A	pcs	76	Permanent Marker (Blue, Fine Tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
49	007B	pcs	16	Permanent Marker (Res, Fine Tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
50	002	pcs	47	Record Book (150 pages)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
51	002A	pcs	178	Record Book (300 pages)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
52	002B	pcs	6	Record Book (500 pages)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
53	011	rolls	345	Scotch Tape	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed

54	075	packs	160	Sign Here Stickers	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
55	016	pcs	549	Sign Pen (Black. 1.0 mm)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
56	016A	pcs	137	Sign Pen (Blue, 1.0 mm)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
57	016B	pcs	44	Sign Pen (Red, 1.0 mm)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
58	016C	pcs	71	Sign Pen (Black - Refill, 1.0 mm)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
59	016D	pcs	25	Sign Pen (Blue - Refill, 1.0 mm)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
60	025	boxes	349	Staple Wire	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
61	031	pcs	56	Storage Box	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
62	009	rolls	994	Tissue Paper (3-ply. 180g/roll, 180-200 sheet per roll)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
63	019	bottles	245	Toilet Bowl Cleaner (500 ml with duck neck)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
64	021	rolls	328	Trash Bag (10 pcs per roll - XL size, black)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
65	027	pcs	259	Whiteboard Marker (Black-fine tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
66	027A	pcs	44	Whiteboard Marker (Blue-fine tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed
67	027B	pcs	10	Whiteboard Marker (Red-fine tip)	MOTC Building, BARMM Compound, Cotabato City	With Thirty (30) Calendar Days upon receipt of Notice to Proceed

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance
	<p><i>[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.]</i></p>	

Item	Specifications	Statement of Compliance
<b>Alcohol</b>	70% Solution Antiseptic, Disinfectant 3785 ml	
<b>Ballpen (BLACK)</b>	Points size: 0.7mm fine	
	Oil Base Gel pen	
	Retractable, Plastic Barrel	
<b>Ballpen (BLUE)</b>	Points size: 0.7mm fine	
	Oil Base Gel pen	
	Retractable, Plastic Barrel	
<b>Ballpen (RED)</b>	Points size: 0.7mm fine	
	Oil Base Gel pen	
	Retractable, Plastic Barrel	
<b>Battery AA</b>	Super Heavy Duty	
	Leak Resistance	
	Carbon Zinc Batteries	
<b>Battery AAA</b>	Super Heavy Duty	
	Leak Resistance	
	Carbon Zinc Batteries	
<b>Binder Clips 1"</b>	Size: 25mm	
	Metal Binder Clips, Heavy Duty	
	Help keep documents in order	
<b>Binder Clips 2"</b>	Size: 51 mm	
	Metal Binder Clips, Heavy Duty	
	Help keep documents in order	
<b>Book Paper (A4)</b>	8.27" x 11.69" (A4)	
	S20/ 80 GSM	
	100% Elemental Chlorine Free	

<b>Book Paper (Long)</b>	8.5" x 13" (Long)	
	S20/ 80 GSM	
	100% Elemental Chlorine Free	
<b>Book Paper (Short)</b>	8.5" x 11" (Short)	
	S20/ 80 GSM	
	100% Elemental Chlorine Free	
<b>CARBON PAPER (Film Type)</b>	Color: Blue	
	100 sheets per pack	
	Long size: 8.5" x 13"	
	Film Carbon	
	Auto-ink regeneration	
	Clear Multiple Copies	
	No smudge, no tear	
	Ideal for handwritten, typewritten and dot matrix printer	
<b>Clear Folder with Slide (A4)</b>	Size: A4, 8.6" x 12.2"	
	-Sturdy clear plastic front and paperboard back cover	
	-black durable slide to hold documents and files	
	-Paper thickness: 14 points	
<b>Clear Folder with Slide (Long)</b>	Size: Long, 9.13" x 13.25"	
	-Sturdy clear plastic front and paperboard back cover	
	-black durable slide to hold documents and files	
	-Paper thickness: 14 points	
<b>Colored Index Tabbing</b>	Letters/Index Tab; 5 sheets per pack	
	L:15cm W:5cm H: 0.2cm	
<b>Correction Tape</b>	Measurements: 5mm x 6m (Refillable)	
	Flexible head function and mini roller header	
	Ergonomic pen-style design	
	Smooth performance and easily refillable	
<b>Correction Tape- Refill</b>	Flexible head function and mini roller header	
	Ergonomic pen-style design	
	Easy to refill	
	2 pieces per pack	
	Refill Size: 5mm x 6m	
<b>Electrical Tape</b>	19mm x 6m	
	For electrical insulation for all wire and cable splices rated up to 600 V and 105°C	
	Pressure-sensitive rubber based adhesive	
	Flame retardant	
	For indoor or outdoor applications	
<b>Kraft Brown Envelope - Long</b>	Specifications:	
	Size: 10" x 15"	
	*Thick	
	*Suitable for Office and School documents	
	*Dependable	
<b>Kraft Brown Envelope - Short</b>	Specifications:	
	Size: 9" x 10"	

	*Thick	
	*Suitable for Office and School documents	
	*Dependable	
<b>Expanded Envelope</b>	With elastic, Brown	
	Size: 10" x 15"	
	Expanding up to 2 inches	
	*Thick	
	*Suitable for Office and School documents	
	*Dependable	
<b>Expanded Folder</b>	Size: 9.3" x 14.5", Brown	
	-Tough & heavy weight file folder	
	-Perfect for large and heavy files ; with 1" expansion	
	-Pressboard File Folders Tough, heavyweight folders resist wear and tear for bulky, heavily used files.	
<b>Face Mask</b>	3-ply Disposable (17.3 x 9.5cm)	
	Non-woven Fabric, Thermal Insulation Cotton	
	50 pcs./ box	
<b>Facial Tissue</b>	3-ply, 140 pulls/380 sheets	
	Sheet Size: 200mm x 200mm	
	Unscented, 100% Virgin Pulp	
<b>Kraft Brown File Folder - Long</b>	Size: 14.5" x 9.5"	
	Thickness: 14 points	
<b>Kraft Brown File Folder - Short</b>	Size: 12" x 9.5"	
	Thickness: 14 points	
<b>White File Folder - Long</b>	Size: 14.5" x 9.5"	
	Thickness: 14 points	
<b>White File Folder - Short</b>	Size: 12" x 9.5"	
	Thickness: 14 points	
<b>Hand Sanitizer</b>	Alcogel Solution That Kills Germs And With Vitamin E	
	Convenient Pump Bottle (500ml)	
<b>Hand Soap</b>	Formulated with antibacterial solution that kills 99.9% of germs.	
	Removes dirt and germs and provides moisture to your hands.	
	Convenient Pump Bottle with nozzle (500ml)	
<b>Highlighter</b>	Original Pastel Highlighter	
	Anti Dry-out Technology: 4hours dry- out protection for concentrated work	
	Tip Width: 2mm to 5mm, 2 line width	
	Tip Type: Chisel-type	
<b>Ink Brother (BT D60) Black</b>	BTD60BK- 108ml	
<b>Ink Brother (BT 6000) Black</b>	BT6000- 108ml	
<b>Ink Brother (BT 5000) Cyan</b>	BT5000C- 48.8ml	
<b>Ink Brother (BT</b>	BT5000M- 48.8ml	



<b>5000) Magenta</b>		
<b>Ink Brother (BT 5000) Yellow</b>	BT5000Y- 48.8ml	
<b>Ink Epson (003) Black</b>	T6641- 70 ml	
<b>Ink Epson (003) Cyan</b>	T6642- 70ml	
<b>Ink Epson (003) Magenta</b>	T6643- 70ml	
<b>Ink Epson (003) Yellow</b>	T6644- 70ml	
<b>Masking Tape</b>	Dimensions: 1 inch wide x 25 yards long	
	-Good adhesion to many surfaces	
	-Removes cleanly after use	
	-Tears easily from the roll	
<b>Packing Tape</b>	Dimensions: 2 inches wide x 100 meters long	
	-High adhesion and holding power resists popping for a secure seal	
	-Suitable for hard to stick to surfaces and cold temperature applications	
	-Designed for easy handling and smooth dispensing	
<b>Paper Clip (BIG)</b>	Vinyl-coated	
	Color: Assorted, Size: 50mm	
	High quality paper clips not easy to break, does not damage the paper	
	Suitable for daily office and school use.	
<b>Paper Clip (SMALL)</b>	Vinyl-coated	
	Color: Assorted, Size: 50mm	
	High quality paper clips not easy to break, does not damage the paper	
	Suitable for daily office and school use.	
<b>Paper Fastener</b>	Vinyl-coated	
	Size: 7 cm	
	Color: Assorted	
	50 sets per pack	
<b>Pencil</b>	Pencil #2 with black lead	
	Color: Yellow	
	12 pcs per pack medium.	
<b>Permanent Marker (Black)</b>	Fine tip marker Pentel pen	
	Super Color Marker, quick-drying	
	Fade-resistant and water-resistant	
<b>Permanent Marker (Blue)</b>	Fine tip marker Pentel pen	
	Super Color Marker, quick-drying	
	Fade-resistant and water-resistant	
<b>Permanent Marker (Red)</b>	Fine tip marker Pentel pen	
	Super Color Marker, quick-drying	
	Fade-resistant and water-resistant	
<b>Record Book (150 Pages)</b>	Dimensions: 6.75" x 11.40"	
	pages:150	

<b>Record Book (300 Pages)</b>	Dimensions: 6.75" x 11.40"	
	pages:300	
<b>Record Book (500 Pages)</b>	Dimensions: 6.75" x 11.40"	
	pages:500	
<b>Scotch Tape</b>	Dimensions: 1 inch wide x 100 meters long	
	-High adhesion and holding power resists popping for a secure seal	
	-Suitable for hard to stick to surfaces and cold temperature applications	
<b>Sign Here Stickers</b>	- Stick strong but remove clean tabs, detachable and repositional	
	- Stick well on many surface and easy to stick	
	- Size: 44x25mm	
	- Transparent film for viewable writing	
	- Color: Yellow/White	
	- Easy to split blister card pak	
<b>Sign Pen (BLACK)</b>	Tip Size: Broad 1.0mm	
	-Stainless steel tip	
	-Pen type: Rollerball	
	-Plastic with rubber grip barrel	
	-Capped top stays put and ensures that pen will never leak in your pocket	
	-Smooth writing to the last drop of ink	
	- Oil Based Gel Pen	
<b>Sign Pen (BLUE)</b>	Tip Size: 1.0mm	
	-Stainless steel tip	
	-Pen type: Rollerball	
	-Plastic with rubber grip barrel	
	-Capped top stays put and ensures that pen will never leak in your pocket	
	-Smooth writing to the last drop of ink	
	- Oil Based Gel Pen	
<b>Sign Pen (RED)</b>	Tip Size: 1.0mm	
	-Stainless steel tip	
	-Pen type: Rollerball	
	-Plastic with rubber grip barrel	
	-Capped top stays put and ensures that pen will never leak in your pocket	
	-Smooth writing to the last drop of ink	
	- Oil Based Gel Pen	
<b>Sign Pen REFILL (Black)</b>	Tip Size: 1.0mm	
	-Stainless steel tip	
	-Pen type: Rollerball	
	- Oil Based Gel Pen	
<b>Sign Pen REFILL (Blue)</b>	Tip Size: 1.0mm	
	-Stainless steel tip	
	-Pen type: Rollerball	
	- Oil Based Gel Pen	
<b>Staple Wire</b>	-Stainless steel tip	
	-Pen type: Rollerball	

	- Oil Based Gel Pen	
	-Staples up to 30 sheets	
	- More permanent & durable fastener for paper document	
<b>Storage Box</b>	Heavy Duty	
	Size: L=40cm. Width=32cm, Height=26cm	
	Filing Box, Suitable for Document Storage	
<b>Tissue Paper</b>	3- ply. 180g/ roll	
	Unscented, 100% Virgin Pulp	
	180-200 sheets per roll	
	Extra strong, extra soft & extra absorbent	
	Skin & Eco- friendly tissue	
	Each roll is individually wrapped	
	Cotton-like softness and excellent strenght	
<b>Toilet Bowl Cleaner</b>	-Delivers advance cleaning and disinfecting, Kills 99.9% of Germs	
	-Unique duck neck for hard to reach areas under the rim	
	-500ml per bottle	
<b>Trash Bag</b>	Size: Extra Large (XL)	
	-10pcs per roll	
	-with tie for easy wrap	
	-100% recyclable	
	-Oxo biodegradable	
	Color: Black	
<b>Whiteboard Marker (Black)</b>	Easy erasing with tissue and cloth	
	Fine tip marker	
<b>Whiteboard Marker (Blue)</b>	Easy erasing with tissue and cloth	
	Fine tip marker	
<b>Whiteboard Marker (Red)</b>	Easy erasing with tissue and cloth	
	Fine tip marker	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (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 prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- (m) [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.
- (n) 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).

