



PHILIPPINE BIDDING DOCUMENTS

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE MIMAROPA

**BIDDING DOCUMENTS FOR
SUPPLY AND DELIVERY OF OFFICE
SUPPLIES FOR THE USE OF PANTAWID
PAMILYANG PILIPINO PROGRAM –(NOT
AVAILABLE AT PS-DBM)**

FOR CY 2023

PROJECT ID NO. DSWD4B-2023-031

NOVEMBER 21, 2023

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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 FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM –(NOT AVAILABLE AT PS-DBM)

PROJECT ID NO. DSWD4B-2023-031

- The Department of Social Welfare and Development Field Office MIMAROPA, through the authorized appropriations under the FY 2023 General Appropriations Act intends to apply the sum of **Two Million Seven Hundred Eighty Nine Thousand Eight Hundred Forty Two Pesos 74/100 Only (Php 2,789,842.74)** being the ABC to payments under the contract for Project, “Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program (Not Available at PS-DBM) with Project ID No. DSWD4B-2023-031 classified in accordance with the following lots;

LOT NO.	AREA	ABC per Lot (In PHP)
1	Oriental Mindoro	740,722.50
2	Occidental Mindoro	159,339.00
3	Marinduque	85,454.00
4	Romblon	444,117.00
5	Palawan	1,309,820.00
6	Regional Office	50,390.24
TOTAL		2,789,842.74

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

- The DSWD Field Office MIMAROPA now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 Calendar Days upon receipt of NTP**. 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).
- 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.
 - 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 *DSWD Field Office MIMAROPA Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 23, 2023- December 13, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of indicated below corresponding to the total cost of the lot/s to which the bidders intend to participate:

LOT NO.	AREA	ABC Per Lot	Bidding Document Fee (in Php)
1	Oriental Mindoro	740,722.50	Php 500.00
2	Occidental Mindoro	159,339.00	500.00
3	Marinduque	85,454.00	0.00
4	Romblon	444,117.00	500.00
5	Palawan	1,309,820.00	500.00
6	Regional Office	50,390.24	0.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PHILGEPS) and the website of the Procuring Entity, provided that the bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Payment for the purchase of Bid Documents may be deposited thru electronic fund transfer or over-the-counter (OTC) transaction to:

Account Name: **DSWD IV-B MISCELLLANEOUS TRUST FUND**
 Type Account: **Land Bank (Main –Cash Dept) Current Account**
 Account Number: **3402-1021-51**

Proof of payment of bid documents i.e photos/ screenshots/printouts of electronic fund transfer receipts; actual OTC deposit receipts should be submitted with or before the submission of bid documents.

6. The *DSWD Field Office MIMAROPA* will hold a **Pre-Bid Conference on December 1, 2023, Friday 1:30 P.M** through video conferencing or webcasting *via google meet*, which shall be open to prospective bidders.

Interested bidders who would like to join the Pre-Bid Conference through video teleconferencing (google meet) may send at procurement.fomimaropa@dswd.gov.ph not later than December 1, 2023 the following details so that the DSWD Field Office MIMAROPA BAC Secretariat may send the link and other instructions for the conduct of the video conference;

- a. Name of Company;
 - b. Name of Authorized Representative/s;
 - c. Contact Number;
 - d. Email Address
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 13, 2023, Wednesday 1:00 P.M. at DSWD Field Office MIMAROPA, 1680 F.T Benitez cor Malvar Sts., Malate, Manila. Late bids shall not be accepted.**

Should there happen a fortuitous event, the Pre-Bid Conference and Submission/Opening of Bids shall be automatically conducted on the next available working day, after the dates as above mentioned respectively for each of the afore-stated activities at the same time and place without need of further advertisement/posting.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 13, 2023, Wednesday 1:30 P.M at DSWD Conference Room, 1680 F.T Benitez cor Malvar Sts, Malate, Manila and/or via Video Teleconferencing (VTC)thru google meet.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The DSWD Field Office MIMAROPA 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.
11. **Award of Contract is on Per Lot Basis.** The amount of Bid Security must be equivalent to the percentage of the lot to which the bidder intends to participate
12. For further information, please refer to:

Harvy B. Calabio
BAC Secretariat Head
DSWD FO MIMAROPA Bids and Awards Committee
DSWD FO MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila
Telephone Number: 5328-5111 Local 24052
Cellphone Number: +63998-474-6898
Email Address: procurement.fomimaropa@dswd.gov.ph
Website: www.fo4b.dswd.gov.ph

November 21, 2023

(ORIGINAL SIGNED)
GENELIZA Q. GABILAN
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *DSWD Field Office MIMAROPA* wishes to receive Bids for the Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program (Not Available at PS-DBM) with identification number *DSWD4B-2023-031*

The Procurement Project (referred to herein as “Project”) is composed of six (6) lots the details of which are described in Section VII (Technical Specifications)

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Fiscal Year 2023* in the amount of *Two Million Seven Hundred Eighty Nine Thousand Eight Hundred Forty Two Pesos 74/100 Only (Php 2,789,842.74)*

2.2. The source of funding is NGA, General Appropriations Act

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements:
 - a. 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 Procuring Entity has prescribed that Sub Contracting 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 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.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately.
 - 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).

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 for 120 Calendar Days 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.

15. Sealing and Marking of Bids

Each Bidder shall submit three (3) copies 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.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 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 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 may be. **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 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 One Project having several items grouped into several lots which shall be awarded as separate contracts per lot.
- 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

- 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> <p>a) <i>Supply and Delivery of Office Supplies</i></p> <p>b) <i>Completed within five (5 years) prior to the deadline for the submission and receipt of bids.</i></p>																									
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Two (2%) of the ABC of the lot , if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Five (5%) of the ABC of the lot if bid security is in Surety Bond.</p>																									
15	<p>Each bidder shall submit (one) 1 original and two (2) copies of the first and second components of the bid. Bid shall be enclosed in one sealed mother envelope/package as original, copy no 1 and copy no 2. Original Bid envelope should be sealed with two envelopes mark as “ORIGINAL –TECHNICAL COMPONENT and another envelope as “ORIGINAL- FINANCIAL COMPONENT” sealing them all in outer envelope marked as “ORIGINAL BID”. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO ___ - TECHNICAL COMPONENT and “COPY NO ___ FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___” respectively.</p> <p>All bid should be originally signed and documents should have a clear copy, page number and with corresponding tabs/ear-tags.</p>																									
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">LOT NO.</th> <th style="width: 50%;">AREA</th> <th style="width: 40%;">ABC per Lot (In PHP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Oriental Mindoro</td> <td style="text-align: right;">740,722.50</td> </tr> <tr> <td style="text-align: center;">2</td> <td>San Jose, Occidental Mindoro</td> <td style="text-align: right;">159,339.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Marinduque</td> <td style="text-align: right;">85,454.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Romblon</td> <td style="text-align: right;">444,117.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Palawan</td> <td style="text-align: right;">1,309,820.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Regional Office</td> <td style="text-align: right;">50,390.24</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td></td> <td style="text-align: right;">2,789,842.74</td> </tr> </tbody> </table> <p><i>Bids received in excess of the ABC each lot shall be automatically rejected at the bid opening.</i></p>		LOT NO.	AREA	ABC per Lot (In PHP)	1	Oriental Mindoro	740,722.50	2	San Jose, Occidental Mindoro	159,339.00	3	Marinduque	85,454.00	4	Romblon	444,117.00	5	Palawan	1,309,820.00	6	Regional Office	50,390.24	TOTAL		2,789,842.74
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20	<i>BIR Certificate of Registration</i> <i>Sample of the Product (if necessary)</i>
21.1	<i>No additional requirements</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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

- 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	
1.1	<p><i>The Procuring Entity's Address for Notices is:</i></p> <p><i>DSWD MIMAROPA Region</i></p> <p><i>1680. F.T Benitez cor Malvar Sts., Malate, Manila</i></p> <p><i>Email: procurement.fomimaropa@dswd.gov.ph</i></p> <p><i>Telephone: 5328-5111 Local 24052</i></p> <p>Additional requirements for the completion of this Contract shall be provided below.</p> <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 (Please see Schedule of Requirements)</p> <p>The delivery terms applicable to the Contract are DDP delivered. In accordance with INCOTERMS.</p> <p>The delivery terms applicable to this Contract are delivered ([Please see Section VI Schedule of Requirements]). 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). The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is Mr. Jeffrey Karlo Guerrero.</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> <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</p>

consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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.

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.

Transportation

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.

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.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

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.

LOT 1 – ORIENTAL MINDORO

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	348	Piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	Battery, dry cell AA, 4 pieces per blister pack, Alkaline Battery	3	Pack	
3	Brother LC3617 BLACK	6	Cart	
4	Brother LC3617 CYAN	6	Cart	
5	Brother LC3617 magenta	6	Cart	
6	Brother LC3617 Yellow	6	Cart	
7	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	1	Pack	
8	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	15	Pcs	
9	Clip, Backfold, 19Mm, 12 Pieces Per Box	32	Box	
10	Clip, Backfold, 25Mm, 12 Pieces Per Box	13	Box	
11	Clip, Backfold, 32Mm, 12 Pieces Per Box	9	Box	
12	Clip, Backfold, 50Mm, 12 Pieces Per Box	27	Box	
13	COLOR INDEX SELF ADHESIVE (20 sheet per pack)	4	Pack	
14	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	233	Pcs	
15	CUTTER KNIFE, heavy duty, metal case, 18x100mm	6	Piece	
16	Daily Time Record (Dtr); Size: 8.5 inches x 3.2 inches; 100 pieces/pad	22	Pad	
17	Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	25	Piece	
18	Document Paper Tray Sorter/Organizer 4 Layer Legal Size Black	4	Piece	

	Size: 35cm x 30cm x 32cm Material: Stainless Steel; Lightweight Mesh Construction		
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box,, 8.5"x13"	2	Box
20	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	27	Box
21	Epson 005, 120 ml black	66	Bottle
22	Eraser PVC, Medium Size: 43 x 19 x 13 mm	3	Piece
23	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	62	Box
24	Flashdrive 64 GB OTG	1	Piece
25	Folder, L-Type, A4 Size 223.52mm x 304.8mm (8.8 x 12 inches), 12 Pieces Per Pack Clear White insert filing L-type	1	Pack
26	Folder, L-Type, Legal Size 241.3mm x 355.6mm (9.5 x 14 inches), 12 Pieces Per Pack Clear White insert filing L-type	1	Pack
27	Folder, Legal Size (8 1/2 x 14"); White with Plastic Cover or Plastic Jacket 14 pts	300	Pcs
28	Folder, Legal Size, White Color With Tab (100 Pcs/Box)	3	Box
29	GLUE, all purpose, gross weight: 130 grams min	27	Bottle
30	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	6	Bottle
31	Laminating Film, Folio Size: 222 x 337mm, 125mc (100Pcs Per Ream)	3	Reams
32	Marker Flourescent 3 Colors Per Set	12	Pack
33	Marker, Permanent Black, Broad Type, Refillable	56	Piece
34	Marker, Permanent Blue, Broad Type, Refillable	6	Piece
35	Marker, Whiteboard, Fine Point Black Refillable	18	Piece
36	Marker, Whiteboard, Fine Point Blue Refillable	3	Piece
37	Matt Sticker Paper Legal Size: 8.5" x 14" (10 Sheet Per Pack)	1	Pack
38	Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover: C1S Board	18	Pad

	230 gsm, Paper: 50gsm, Leaves: 60 leaves		
39	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	96	Pad
40	Official Record Book 300 Pages size 214 mmx 278mm (min)	15	Piece
41	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	25	Box
42	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	390	reams
43	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	265	Reams
44	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	12	Pack
45	Pencil, Lead With Eraser, 12 Dozens Per Box	1	Box
46	Plastic Envelope With Handle Transparent With Zipper Lock (Long) 14 inches (W); 10 inches (L)	10	Piece
47	Plastic Push Pin, 100 pieces per box; 59.944mm x 59.944mm x 53.086 (2.36 x 2.36 x 2.09 inches)	1	Box
48	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	6	Piece
49	Refill Ink For Marker Pen, Black	2	Bottle
50	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	5	Piece
51	Scissors, heavy duty stainless steel scissors strong grip, 1 piece in individual plastic	1	Piece
52	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	196	Piece
53	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	63	Piece
54	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	4	Bottle
55	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	2	Piece
56	Staple Remover, Plier-Type, Stainless	8	Piece

57	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	38	Box
58	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	15	Piece
59	Tape, Double Sided Width: 24 Mm	14	Roll
60	Tape, Duct Cloth Tape, silver 2 inches x 10 meter (25 meter long)	2	Piece
61	Tape, Masking, Width: 24Mm (± 1 Mm)	15	Roll
62	Tape, Masking, Width:48Mm (+Mm)	6	Roll
63	TAPE, PACKAGING, width: 48mm (± 1 mm) ROLL	24	Roll
64	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	6	Roll
65	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	28	Roll
66	Brother Ink LC3619XL Black	10	Bottle
67	Brother Ink LC3619XL Cyan	4	Bottle
68	Brother Ink LC3619XL Magenta	4	Bottle
69	Brother Ink LC3619XL Yellow	4	Bottle
70	Packaging Tape 2 inch width x 200 meters roll (brown)	15	Ream
71	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	25	Toner

***Delivery Site will be in the DSWD Pantawid Provincial Operation Office in Calapan City, Oriental Mindoro**

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

LOT 2 – OCCIDENTAL MINDORO

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	20	piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	Brother Ink LC3617 Black	9	Cart	
3	Brother Ink LC3617 Cyan	5	Cart	
4	Brother Ink LC3617 Magenta	5	Cart	
5	Brother Ink LC3617 Yellow	5	Cart	
6	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	5	Pack	
7	Clip, Backfold, 19Mm, 12 Pieces Per Box	11	Box	
8	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	110	Piece	
9	CUTTER KNIFE, heavy duty, metal case, 18x100mm	1	Piece	
10	Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	30	Piece	
11	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	19	Box	
12	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	420	Piece	
13	Folder, Tagboard, size Long, 8.5"x13", white	970	Piece	
14	GLUE, all purpose, gross weight: 200 grams min	3	Jar	
15	Ink, 003 Black (Epson)	9	Bottle	
16	Ink, 003 CYAN (Epson)	6	Bottle	
17	Ink, 003 Magenta (Epson)	6	Bottle	
18	Ink, 003 Yellow (Epson)	6	Bottle	
19	Ink, 005 Black (Epson)	81	Bottle	
20	Manila Paper	99	Piece	
21	Marker Flourescent, Yellow	14	Piece	
22	Marker, Permanent Black, Bullet Type, Refillable	38	Piece	
23	Marker, Whiteboard, Fine Point Black Refillable	7	Piece	
24	MOUSE, OPTICAL, USB CONNECTION TYPE,	1	Piece	

25	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	38	Pad
26	Official Record Book 300 Pages size 214 mmx 278mm (min)	2	Piece
27	Official Record Book 500 Pages size 214 mmx 278mm (min)	1	Piece
28	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	10	Box
29	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	150	Ream
30	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	160	Ream
31	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	3	Pack
32	Photopaper, A4; 10sheets/pack, 8.27"x11.69"	3	Pack
33	Plastic Envelope , Long (Transparent)	15	Piece
34	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	1	Piece
35	Stamp Pad Ink, Purple Or Violet, 50MI (Min.)	1	Bottle
36	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	5	Box
37	Staple Wire Remover (Stainless, Plier Type, High Quality)	3	Piece
38	Tape, Masking, Width: 24Mm (±1Mm)	14	Roll
39	Tape, Packaging, Width: 24Mm (±1Mm)	10	Roll
40	Tape, Transparent, Width: 24Mm (±1Mm)	31	Roll

***Delivery Site will be in the DSWD Pantawid Provincial Operation Office in San Jose, Occidental Mindoro**

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

LOT 3 – MARINDUQUE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	Cutter Knife	1	piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	1	Piece	
3	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	1	Piece	
4	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	1	Piece	
5	Clearbook, A4 Size	1	Piece	
6	Clip, Backfold, 19Mm, 12 Pieces Per Box	2	Box	
7	Marker, Whiteboard, Black	1	Piece	
8	Marker, Whiteboard, Blue	1	Piece	
9	Record Book, 300 Pages, Size: 214Mm X 278Mm Min	1	Piece	
10	Scissors, Symmetrical, Blade Length: 65Mm, 1 Piece In Individual Plastic	1	Piece	
11	Record Book, 500 Pages, Size: 214Mm X 278Mm Min	1	Piece	
12	Battery, Dry Cell, AAA, 2 Pieces Per Blister Pack	2	Pack	
13	Data File Box, Made Of Chipboard, With Closed Ends	1	Piece	
14	Cartolina, Assorted Colors, 20 Pieces Per Pack	1	Pack	
15	Pencil, Lead With Eraser, 12 Dozens Per Box	2	Box	
16	Colored Paper, A4 Size, 80 Gsm, Yellow, 500 Sheets Per Ream	1	Ream	
17	Marker, Permanent, Bullet Type, Blue	7	Piece	
18	Stapler, Standard Type, Load Cap: 200 Staples Min, 1 Piece In Individual Box	2	Piece	
19	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose	7	Bundle	
20	Staple Wire, Standard	7	Box	
21	Tape, Transparent, Width: 48Mm (±1Mm)	14	Piece	
22	Envelope, Expanding, Kraftboard, For Legal Size Doc, 100 Pieces Per Box	4	Piece	
23	Tape, Masking, Width: 24Mm (±1Mm)	10	Piece	

24	Battery, Dry Cell, Aa, 2 Pieces Per Blister Pack	8	Pack
25	Tape, Transparent, Width: 24Mm (± 1 Mm)	17	Piece
26	Marker, Permanent, Bullet Type, Black	10	Piece
27	Table Organizer (Mesh Tray Desk Organizer 3 Tier)	1	Piece
28	Clip, Backfold, 25Mm, 12 Pieces Per Box	9	Box
29	Clip, Backfold, 32Mm, 12 Pieces Per Box	9	Box
30	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	17	Piece
31	Staple Remover, Plier-Type	4	Piece
32	Glue, All Purpose, Gross Weight: 200 Grams Min	6	Piece
33	Clip, Backfold, 50Mm, 12 Pieces Per Box	9	Box
34	Marker, Fluorescent, 3 Colors Per Set	6	Set
35	Tape, Packaging, Width: 48Mm (± 1 Mm)	11	Piece
36	Tape, Masking, Width: 48Mm (+Mm)	12	Piece
37	Fastener, Plastic, 70Mm Between Prongs, 50 Sets Per Box	19	Box
38	Correction Tape, 1 Piece In Individual Plastic	26	Piece
39	Paper Clip, Vinyl/Plastic Coat, Length: 48Mm Min	32	Box
40	Sign Pen, Red, Liquid/Gel Ink, 0.5Mm Needle Tip	30	Piece
41	Flash Drive, 64Gb Otg	2	Piece
42	Sign Pen, Black, Liquid/Gel Ink, 0.5Mm Needle Tip	51	Piece
43	Sign Pen, Blue, Liquid/Gel Ink, 0.5Mm Needle Tip	51	Piece
44	Tape Double Adhesive	12	Piece
45	Folder, Fancy, Legal, 50 Pieces Per Bundle	7	Bundle
46	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	81	Ream
47	Epson 005 (Black)	30	Piece
48	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	117	Ream

Delivery Site will be in the DSWD Pantawid Provincial Operation Office in Boac, Marinduque

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

LOT 4- ROMBLON

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	63	piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	Ballpen Retractable (Blue) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	73	piece	
3	BATTERY, dry cell, AAA, 2 pieces per blister pack	2	pack	
4	BROTHER (TONER) TN 2260	3	box	
5	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	5	pack	
6	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	60	piece	
7	Clearbook Refillable Pockets, A4 Size, 100 Pcs/Pack	1	piece	
8	Clearbook Refillable Pockets, Legal Size, 100 Pcs/Pack	6	pack	
9	Clip, Backfold, 19Mm, 12 Pieces Per Box	11	box	
10	Clip, Backfold, 25Mm, 12 Pieces Per Box	10	box	
11	Clip, Backfold, 32Mm, 12 Pieces Per Box	14	box	
12	Clip, Backfold, 50Mm, 12 Pieces Per Box	15	box	
13	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	373	piece	
16	Crayons , 24Pcs Per Box	1	box	
17	CUTTER KNIFE, heavy duty, metal case,18x100mm	2	piece	

18	Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	41	PIECE
19	Document Brown Envelope (Kraft) - A4, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	1	box
20	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	15	piece
21	Eraser PVC, Medium Size: 43 x 19 x 13 mm	6	PIECE
22	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	35	box
23	File Tab Divider, A4, 5 Colors Per Set	1	piece
24	Flashdrive 32 GB OTG	3	PIECE
25	Folder, Fancy, Legal, 50 Pieces Per Bundle	13	BUNDLE
26	Folder, L Type, Legal, 50 Pieces Per Bundle	6	pack
27	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	1	box
28	FOLDER, with TAB, LEGAL, 1 pack [100 pieces per pack], white	7	box
29	Glue, All Purpose, Gross Weight: 200 Grams Min	42	JAR
30	Ink Cart, Hp Cz107Aa, (Hp678), Black	4	cart
31	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	4	cart
32	Ink Refill Epson M1100 printer, black #005	38	cart
33	Ink, Cart LC 3619, Black	12	cart
34	Ink, Cart LC 3619, Cyan	9	cart
35	Ink, Cart LC 3619, Magenta	9	cart
36	Ink, Cart LC 3619, Yellow	9	cart
37	Marker Fluorescent 3 Colors Per Set	8	SET
38	Marker, Permanent Black, Bullet Type, Refillable	48	PIECE
39	Mouse, Optical, Usb Connection Type, 1 Unit In Individual	2	piece
40	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	51	pad
41	Official Record Book 300 Pages Size 214 Mmx 278Mm (Min)	3	piece

42	Official Record Book 500 Pages Size 214mm x 278mm (Min)	4	piece
43	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	18	BOX
44	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	467	ream
45	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	354	ream
46	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	24	pack
47	Pencil Sharpener, 1 Piece In Individual Plastic Case	1	piece
48	Photopaper, A4; 10sheets/pack, 8.27"x11.69"	7	pack
49	Refill Ink For Marker Pen, Black	1	piece
50	RULER, plastic, 450mm (18"), width: 38mm min	3	PIECE
51	SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM, 1 PIECE IN INDIVIDUAL PLASTIC,	6	piece
52	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	156	piece
53	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	24	piece
54	Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	63	piece
55	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	3	piece
56	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	2	piece
57	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	10	box
58	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	7	piece
59	Sticker Paper (100 Pcs/Pack), A4 Size	2	Pack
60	Tape, Double Sided Width: 24 Mm	27	roll
61	Tape, Masking, Width: 24Mm (±1Mm)	12	roll
62	Tape, Masking, Width:48Mm (+Mm)	15	roll
63	Tape, Packaging, Width: 48Mm (±1Mm)	36	roll

64	Tape, Transparent, Width: 24Mm (±1Mm)	42	roll	
65	Tape, Transparent, Width: 48Mm (±1Mm)	6	roll	
66	Ballpoint Pen, .5, black	235	piece	
67	BROTHER INK LC3617 BLACK	2	bottle	
68	BROTHER INK LC3617 CYAN	2	bottle	
69	BROTHER INK LC3617 MAGENTA	2	bottle	
70	BROTHER INK LC3617 YELLOW	2	bottle	
71	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	3	cart	

Delivery Site will be in the DSWD Pantawid Provincial Operation Office in Odiongan, Romblon

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

LOT 5- PALAWAN

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	ARCHFILE FOLDER, with side mechanism, long	13	piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	BROTHER INK D60 BK	9	Piece	
3	DATA FILE BOX, chipboard, 125mmx230mmx400mm	28	Piece	
4	FUJI XEROX,toner cartridge,- CT202330, black	9	Cart	
5	HP laserjet Toner Cartridge,05A, CE505A, black	11	Cart	
6	INK 003, Black (for EPSON Printer)	27	Bottle	
7	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	180	Ream	
8	Staple Wire No. 23/6, 23/13, heavy duty	29	Box	
9	W1510X HP 151A Blk LaserJet Toner Cartridge, Page yield 3,050 standard pages	14	Toner	
10	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	56	Toner	

Delivery Site will be in the DSWD Pantawid Provincial Operation Office in Puerto Princesa City, Palawan

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

LOT 6 – RPMO

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Delivered Weeks/Months
1	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	36	piece	Within 30 Calendar Days upon receipt of Notice to Proceed.
2	Ballpen Retractable (Blue) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	12	Piece	
3	Data File Box 15 inches x 9.5 inches x 4.5 inches	1	Piece	
4	Epson 005, 120 ml black	3	Bottle	
5	Ink Cart (HP 678) Black	8	Cart	
6	Ink Cart (HP 678) Colored	5	Cart	
7	Ink Cart (HP 680) Black	5	Cart	
8	Ink Cart (HP 680) Colored	5	Cart	
9	Ink, 774 Black (Epson)	1	Cart	
10	Laminating Film, A4 size 250 microns	1	Pack	
11	LOOSELEAF COVER, 50 sets per bundle	1	Bundle	
12	MARKER, PERMANENT, bullet type, black	2	Piece	
13	Paper (A4 size, 80gsm(sub 24), 500 sheets/ream)	128	Ream	
14	Paper (Folio, size, 80gsm(sub 24), 500 sheets/ream)	18	Ream	
15	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	6	Box	
16	Puncher (2 Hole, with Handle Lock, ADjustable Paper Gauge, Easy waste material, 30 sheets, 80 gsm paper punching capacity;	1	Piece	

	Weight: 600 g, Dimension: 17cm x 12cm x 8cm)		
17	Scissors (size: 175mm / 6 4/5"), Material Stainless Steel Blade, Ergonomic Design, Pointed Tip and Symmetric handle design	3	Piece
18	SIGNPEN (BLACK), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,	66	Piece
19	SIGNPEN (BLUE), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,	29	Piece
20	Staple Wire no. 35 (5,000 pcs / box), Fits all standard staplers	7	Box
21	Stapler (size: 13 cm x 4cm), with remover	2	Piece
22	Tape Transaprent (1") (24 mm x 25 yards	1	Roll

Delivery Site will be in the DSWD Regional Office, Malate Manila

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Section VII. Technical Specifications

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.]

LOT 1 – ORIENTAL MINDORO

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	348	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	
2	Pacl	3	Battery, dry cell AA, 4 pieces per blister pack, Alkaline Battery	
3	Cart	6	Brother LC3617 BLACK	
4	Cart	6	Brother LC3617 CYAN	
5	Cart	6	Brother LC3617 magenta	
6	Cart	6	Brother LC3617 Yellow	
7	Pack	1	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	
8	Pcs	15	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	
9	Box	32	Clip, Backfold, 19Mm, 12 Pieces Per Box	
10	Box	13	Clip, Backfold, 25Mm, 12 Pieces Per Box	
11	Box	9	Clip, Backfold, 32Mm, 12 Pieces Per Box	
12	Box	27	Clip, Backfold, 50Mm, 12 Pieces Per Box	
13	Pack	4	COLOR INDEX SELF ADHESIVE (20 sheet per pack)	
14	Pcs	233	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	
15	Piece	6	CUTTER KNIFE, heavy duty, metal case, 18x100mm	
16	Pad	22	Daily Time Record (Dtr); Size: 8.5 inches x 3.2 inches; 100 pieces/pad	
17	Piece	25	Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	
18	Piece	4	Document Paper Tray Sorter/Organizer 4 Layer Legal Size Black Size: 35cm x 30cm x 32cm	

			Material: Stainless Steel; Lightweight Mesh Construction	
19	Box	2	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box., 8.5"x13"	
20	Box	27	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	
21	Bottle	66	Epson 005, 120 ml black	
22	Piece	3	Eraser PVC, Medium Size: 43 x 19 x 13 mm	
23	Box	62	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	
24	Piece	1	Flashdrive 64 GB OTG	
25	Pack	1	Folder, L-Type, A4 Size 223.52mm x 304.8mm (8.8 x 12 inches), 12 Pieces Per Pack Clear White insert filing L-type	
26	Pack	1	Folder, L-Type, Legal Size 241.3mm x 355.6mm (9.5 x 14 inches), 12 Pieces Per Pack Clear White insert filing L-type	
27	Pcs	300	Folder, Legal Size (8 1/2 x 14"); White with Plastic Cover or Plastic Jacket 14 pts	
28	Box	3	Folder, Legal Size, White Color With Tab (100 Pcs/Box)	
29	Bottle	27	GLUE, all purpose, gross weight: 130 grams min	
30	Bottle	6	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	
31	Reams	3	Laminating Film, Folio Size: 222 x 337mm, 125mc (100Pcs Per Ream)	
32	Pack	12	Marker Flourescent 3 Colors Per Set	
33	Piece	56	Marker, Permanent Black, Broad Type, Refillable	
34	Piece	6	Marker, Permanent Blue, Broad Type, Refillable	
35	Piece	18	Marker, Whiteboard, Fine Point Black Refillable	
36	Piece	3	Marker, Whiteboard, Fine Point Blue Refillable	
37	Pack	1	Matt Sticker Paper Legal Size: 8.5" x 14" (10 Sheet Per Pack)	
38	Pad	18	Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover:	

			C1S Board 230 gsm, Paper: 50gsm, Leaves: 60 leaves	
39	Pad	96	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	
40	Piece	15	Official Record Book 300 Pages size 214 mmx 278mm (min)	
41	Box	25	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	
42	reams	390	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	
43	Reams	265	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	
44	Pack	12	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	
45	Box	1	Pencil, Lead With Eraser, 12 Dozens Per Box	
46	Piece	10	Plastic Envelope With Handle Transparent With Zipper Lock (Long) 14 inches (W); 10 inches (L)	
47	Box	1	Plastic Push Pin, 100 pieces per box; 59.944mm x 59.944mm x 53.086 (2.36 x 2.36 x 2.09 inches)	
48	Piece	6	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	
49	bottle	2	Refill Ink For Marker Pen, Black	
50	Piece	5	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	
51	Piece	1	Scissors, heavy duty stainless steel scissors strong grip, 1 piece in individual plastic	
52	Piece	196	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick- Drying, Smear-Resistant, Dye Based Ink,	
53	Piece	63	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick- Drying, Smear-Resistant, Dye Based Ink,	
54	bottle	4	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	

55	Piece	2	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	
56	Piece	8	Staple Remover, Plier-Type, Stainless	
57	Box	38	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	
58	Piece	15	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	
59	Roll	14	Tape, Double Sided Width: 24 Mm	
60	Piece	2	Tape, Duct Cloth Tape, silver 2 inches x 10 meter (25 meter long)	
61	Roll	15	Tape, Masking, Width: 24Mm (± 1 Mm)	
62	Roll	6	Tape, Masking, Width:48Mm (+Mm)	
63	Roll	24	TAPE, PACKAGING, width: 48mm (± 1 mm) ROLL	
64	Roll	6	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	
65	Roll	28	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	
66	bottle	10	Brother Ink LC3619XL Black	
67	bottle	4	Brother Ink LC3619XL Cyan	
68	bottle	4	Brother Ink LC3619XL Magenta	
69	bottle	4	Brother Ink LC3619XL Yellow	
70	Ream	15	Packaging Tape 2 inch width x 200 meters roll (brown)	
71	Toner	25	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	

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

Name of Company/Bidder Signature Over Printed Name of Representative Date

LOT 2 – OCCIDENTAL MINDORO

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	20	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	
2	cart	9	Brother Ink LC3617 Black	
3	cart	5	Brother Ink LC3617 Cyan	
4	cart	5	Brother Ink LC3617 Magenta	
5	cart	5	Brother Ink LC3617 Yellow	
6	pack	5	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	
7	box	11	Clip, Backfold, 19Mm, 12 Pieces Per Box	
8	piece	110	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	
9	piece	1	CUTTER KNIFE, heavy duty, metal case, 18x100mm	
10	piece	30	Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	
11	box	19	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	
12	piece	420	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	
13	piece	970	Folder, Tagboard, size Long, 8.5"x13", white	
14	jar	3	GLUE, all purpose, gross weight: 200 grams min	
15	bottle	9	Ink, 003 Black (Epson)	
16	bottle	6	Ink, 003 CYAN (Epson)	
17	bottle	6	Ink, 003 Magenta (Epson)	
18	bottle	6	Ink, 003 Yellow (Epson)	
19	bottle	81	Ink, 005 Black (Epson)	
20	piece	99	Manila Paper	
21	piece	14	Marker Flourescent, Yellow	

22	piece	38	Marker, Permanent Black, Bullet Type, Refillable	
23	piece	7	Marker, Whiteboard, Fine Point Black Refillable	
24	piece	1	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	
25	pad	38	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	
26	piece	2	Official Record Book 300 Pages size 214 mmx 278mm (min)	
27	piece	1	Official Record Book 500 Pages size 214 mmx 278mm (min)	
28	box	10	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	
29	ream	150	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	
30	ream	160	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	
31	pack	3	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	
32	pack	3	Photopaper, A4; 10sheets/pack, 8.27"x11.69"	
33	piece	15	Plastic Envelope , Long (Transparent)	
34	piece	1	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	
35	bottle	1	Stamp Pad Ink, Purple Or Violet, 50ML (Min.)	
36	box	5	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	
37	piece	3	Staple Wire Remover (Stainless, Plier Type, High Quality)	
38	roll	14	Tape, Masking, Width: 24Mm (\pm 1Mm)	
39	roll	10	Tape, Packaging, Width: 24Mm (\pm 1Mm)	
40	roll	31	Tape, Transparent, Width: 24Mm (\pm 1Mm)	

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

Name of Company/Bidder

Signature Over Printed Name of Representative Da

LOT 3- MARINDUQUE

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	1	Cutter Knife	
2	piece	1	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	
3	piece	1	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	
4	piece	1	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	
5	piece	1	Clearbook, A4 Size	
6	box	2	Clip, Backfold, 19Mm, 12 Pieces Per Box	
7	piece	1	Marker, Whiteboard, Black	
8	piece	1	Marker, Whiteboard, Blue	
9	piece	1	Record Book, 300 Pages, Size: 214Mm X 278Mm Min	
10	piece	1	Scissors, Symmetrical, Blade Length: 65Mm, 1 Piece In Individual Plastic	
11	piece	1	Record Book, 500 Pages, Size: 214Mm X 278Mm Min	
12	pack	2	Battery, Dry Cell, Aaa, 2 Pieces Per Blister Pack	
13	piece	1	Data File Box, Made Of Chipboard, With Closed Ends	
14	pack	1	Cartolina, Assorted Colors, 20 Pieces Per Pack	
15	box	2	Pencil, Lead With Eraser, 12 Dozens Per Box	
16	ream	1	Colored Paper, A4 Size, 80 Gsm, Yellow, 500 Sheets Per Ream	
17	piece	7	Marker, Permanent, Bullet Type, Blue	
18	piece	2	Stapler, Standard Type, Load Cap: 200 Staples Min, 1 Piece In Individual Box	
19	bundle	7	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose	
20	box	7	Staple Wire, Standard	
21	piece	14	Tape, Transparent, Width: 48Mm (± 1 Mm)	

22	piece	4	Envelope, Expanding, Kraftboard, For Legal Size Doc, 100 Pieces Per Box	
23	piece	10	Tape, Masking, Width: 24Mm (± 1 Mm)	
24	pack	8	Battery, Dry Cell, Aa, 2 Pieces Per Blister Pack	
25	piece	17	Tape, Transparent, Width: 24Mm (± 1 Mm)	
26	piece	10	Marker, Permanent, Bullet Type, Black	
27	piece	1	Table Organizer (Mesh Tray Desk Organizer 3 Tier)	
28	box	9	Clip, Backfold, 25Mm, 12 Pieces Per Box	
29	box	9	Clip, Backfold, 32Mm, 12 Pieces Per Box	
30	piece	17	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	
31	piece	4	Staple Remover, Plier-Type	
32	piece	6	Glue, All Purpose, Gross Weight: 200 Grams Min	
33	box	9	Clip, Backfold, 50Mm, 12 Pieces Per Box	
34	set	6	Marker, Fluorescent, 3 Colors Per Set	
35	piece	11	Tape, Packaging, Width: 48Mm (± 1 Mm)	
36	piece	12	Tape, Masking, Width: 48Mm (+Mm)	
37	box	19	Fastener, Plastic, 70Mm Between Prongs, 50 Sets Per Box	
38	piece	26	Correction Tape, 1 Piece In Individual Plastic	
39	box	32	Paper Clip, Vinyl/Plastic Coat, Length: 48Mm Min	
40	piece	30	Sign Pen, Red, Liquid/Gel Ink, 0.5Mm Needle Tip	
41	piece	2	Flash Drive, 64Gb Otg	
42	piece	51	Sign Pen, Black, Liquid/Gel Ink, 0.5Mm Needle Tip	
43	piece	51	Sign Pen, Blue, Liquid/Gel Ink, 0.5Mm Needle Tip	
44	piece	12	Tape Double Adhesive	
45	bundle	7	Folder, Fancy, Legal, 50 Pieces Per Bundle	
46	ream	81	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	
47	piece	30	Epson 005 (Black)	

48	ream	117	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	
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I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

LOT 4- ROMBLON

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	63	Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	
2	piece	73	Ballpen Retractable (Blue) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	
3	pack	0	Battery, Dry Cell AA, 2 Pieces Per Blister Pack, Alkaline Battery	
4	pack	2	BATTERY, dry cell, AAA, 2 pieces per blister pack	
5	box	3	BROTHER (TONER) TN 2260	
6	Pack	0	Cable Tie, 100 Pcs Per Pack (Black Or White), 12"	
7	pack	5	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	
8	piece	60	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	
9	piece	1	Clearbook Refillable Pockets, A4 Size, 100 Pcs/Pack	
10	pack	6	Clearbook Refillable Pockets, Legal Size, 100 Pcs/Pack	
11	box	11	Clip, Backfold, 19Mm, 12 Pieces Per Box	
12	box	10	Clip, Backfold, 25Mm, 12 Pieces Per Box	
13	box	14	Clip, Backfold, 32Mm, 12 Pieces Per Box	

14	box	15	Clip, Backfold, 50Mm, 12 Pieces Per Box	
15	piece	373	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	
16	box	1	Crayons , 24Pcs Per Box	
17	piece	2	CUTTER KNIFE, heavy duty, metal case,18x100mm	
18	PIECE	41	Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	
19	box	1	Document Brown Envelope (Kraft) - A4, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	
20	piece	15	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	
21	PIECE	6	Eraser PVC, Medium Size: 43 x 19 x 13 mm	
22	box	35	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	
23	piece	1	File Tab Divider, A4, 5 Colors Per Set	
24	PIECE	3	Flashdrive 32 GB OTG	
25	BUNDLE	13	Folder, Fancy, Legal, 50 Pieces Per Bundle	
26	pack	6	Folder, L Type, Legal, 50 Pieces Per Bundle	
27	box	1	Folder, Pressboard, Size: 240Mm X 370 with green lining, 100 Pieces Per Box	
28	box	7	FOLDER, with TAB, LEGAL, 1 pack [100 pieces per pack], white	
29	JAR	42	Glue, All Purpose, Gross Weight: 200 Grams Min	
30	cart	4	Ink Cart, Hp Cz107Aa, (Hp678), Black	
31	cart	4	Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	
32	cart	38	Ink Refill Epson M1100 printer, black #005	
33	cart	12	Ink, Cart LC 3619, Black	
34	cart	9	Ink, Cart LC 3619, Cyan	
35	cart	9	Ink, Cart LC 3619, Magenta	
36	cart	9	Ink, Cart LC 3619, Yellow	

37	SET	8	Marker Flourescent 3 Colors Per Set	
38	PIECE	48	Marker, Permanent Black, Bullet Type, Refillable	
39	piece	2	Mouse, Optical, Usb Connection Type, 1 Unit In Individual	
40	pad	51	Notepad, Stick-On, 3X3, 100 Sheets Per Pad	
41	piece	3	Official Record Book 300 Pages Size 214 Mmx 278Mm (Min)	
42	piece	4	Official Record Book 500 Pages Size 214mm x 278mm (Min)	
43	BOX	18	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	
44	ream	467	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	
45	ream	354	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	
46	pack	24	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	
47	piece	1	Pencil Sharpener, 1 Piece In Individual Plastic Case	
48	pack	7	Photopaper, A4; 10sheets/pack, 8.27"x11.69"	
49	piece	1	Refill Ink For Marker Pen, Black	
50	PIECE	3	RULER, plastic, 450mm (18"), width: 38mm min	
51	piece	6	SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM, 1 PIECE IN INDIVIDUAL PLASTIC,	
52	piece	156	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	
53	piece	24	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	
54	piece	63	Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	
55	piece	3	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	
56	piece	2	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	
57	box	10	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	

58	piece	7	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	
59	Pack	2	Sticker Paper (100 Pcs/Pack), A4 Size	
60	roll	27	Tape, Double Sided Width: 24 Mm	
61	roll	12	Tape, Masking, Width: 24Mm (± 1 Mm)	
62	roll	15	Tape, Masking, Width:48Mm (+Mm)	
63	roll	36	Tape, Packaging, Width: 48Mm (± 1 Mm)	
64	roll	42	Tape, Transparent, Width: 24Mm (± 1 Mm)	
65	roll	6	Tape, Transparent, Width: 48Mm (± 1 Mm)	
66	piece	235	Ballpoint Pen, .5, black	
67	bottle	2	BROTHER INK LC3617 BLACK	
68	bottle	2	BROTHER INK LC3617 CYAN	
69	bottle	2	BROTHER INK LC3617 MAGENTA	
70	bottle	2	BROTHER INK LC3617 YELLOW	
71	cart	3	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	

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

Name of Company/Bidder Signature Over Printed Name of Representative Date

LOT 5 - PALAWAN

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	13	ARCHFILE FOLDER, with side mechanism, long	
2	piece	9	BROTHER INK D60 BK	
3	piece	28	DATA FILE BOX, chipboard, 125mmx230mmx400mm	

4	cart	9	FUJI XEROX,toner cartridge,- CT202330, black	
5	cart	11	HP laserjet Toner Cartridge,05A, CE505A, black	
6	bottle	27	INK 003, Black (for EPSON Printer)	
7	ream	180	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	
8	box	29	Staple Wire No. 23/6, 23/13, heavy duty	
9	toner	14	W1510X HP 151A Blk LaserJet Toner Cartridge, Page yield 3,050 standard pages	
10	toner	56	W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

LOT 6 – REGIONAL OFFICE

Item	Unit of Issue	Qty	Specification	Bidder's Statement of Compliance (Please state the brand being offered)
1	piece	36	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	
2	piece	12	Ballpen Retractable (Blue) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	
3	piece	1	Data File Box 15 inches x 9.5 inches x 4.5 inches	
4	bottle	3	Epson 005, 120 ml black	
5	cart	8	Ink Cart (HP 678) Black	
6	cart	5	Ink Cart (HP 678) Colored	
7	cart	5	Ink Cart (HP 680) Black	
8	cart	5	Ink Cart (HP 680) Colored	
9	cart	1	Ink, 774 Black (Epson)	
10	pack	1	Laminating Film, A4 size 250 microns	

Section VIII.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And
- (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 (**Please attach supporting documents as Notice of Award, Purchase Order/Contract**); **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 (**Please attached copy of Purchase Order/Contract and Official Receipts/Sales Invoice or Certificate of Completion and Acceptance**); **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 Section VI and Section VII 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).
- (c) Price Schedule Offered within the Philippines/abroad

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 1 – Oriental Mindoro with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned is authorized to submit the bid on behalf of **[name of the bidder]** as evidenced by the attached **[state the written authority]**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 2 – Occidental Mindoro with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- c. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- d. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 3 – Marinduque with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- e. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- f. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 4 –Romblon with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- g. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- h. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned is authorized to submit the bid on behalf of **[name of the bidder]** as evidenced by the attached **[state the written authority]**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 5 - Palawan with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- i. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- j. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BID FORM
(shall be submitted with the Bid)

(Shall be submitted per Lot)

To: Chairperson

Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Office Supplies for the use of Pantawid Pamilyang Pilipino Program - LOT 6 – Regional Office with Project ID No. DSWD4B-2023-031** in conformity with the said PBDs for the sum of:

(Bid Amount in Words and Figures)

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

If our Bid is accepted, we undertake:

- k. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- l. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify that we comply with the eligibility requirements pursuant to the PBDs. The undersigned is authorized to submit the bid on behalf of **[name of the bidder]** as evidenced by the attached **[state the written authority]**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Proposal

(shall be submitted with the Bid)

Name of Bidder _____

Project Identification: DSWD4B-2023-031

Lot 1 – Oriental Mindoro

Particulars	Unit	Quantity	Unit Cost	Total Cost
Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	piece	348		
Battery, dry cell AA, 4 pieces per blister pack, Alkaline Battery	pack	3		
Brother LC3617 BLACK	cart	6		
Brother LC3617 CYAN	Cart	6		
Brother LC3617 magenta	Cart	6		
Brother LC3617 Yellow	cart	6		
Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	Pack	1		
Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	Pcs	15		
Clip, Backfold, 19Mm, 12 Pieces Per Box	Box	32		
Clip, Backfold, 25Mm, 12 Pieces Per Box	Box	13		
Clip, Backfold, 32Mm, 12 Pieces Per Box	Box	9		
Clip, Backfold, 50Mm, 12 Pieces Per Box	Box	27		
COLOR INDEX SELF ADHESIVE (20 sheet per pack)	Pack	4		
Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	Pcs	233		
CUTTER KNIFE, heavy duty, metal case, 18x100mm	Piece	6		
Daily Time Record (Dtr); Size: 8.5 inches x 3.2 inches; 100 pieces/pad	Pad	22		
Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	Piece	25		
Document Paper Tray Sorter/Organizer 4 Layer Legal Size Black Size: 35cm x 30cm x 32cm Material: Stainless Steel; Lightweight Mesh Construction	Piece	4		

ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box,, 8.5"x13"	Box	2		
Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	Box	27		
Epson 005, 120 ml black	Bottle	66		
Eraser PVC, Medium Size: 43 x 19 x 13 mm	Piece	3		
Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	Box	62		
Flashdrive 64 GB OTG	Piece	1		
Folder, L-Type, A4 Size 223.52mm x 304.8mm (8.8 x 12 inches), 12 Pieces Per Pack Clear White insert filing L-type	Pack	1		
Folder, L-Type, Legal Size 241.3mm x 355.6mm (9.5 x 14 inches), 12 Pieces Per Pack Clear White insert filing L-type	Pack	1		
Folder, Legal Size (8 1/2 x 14"); White with Plastic Cover or Plastic Jacket 14 pts	Pcs	300		
Folder, Legal Size, White Color With Tab (100 Pcs/Box)	Box	3		
GLUE, all purpose, gross weight: 130 grams min	Bottle	27		
Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	Bottle	6		
Laminating Film, Folio Size: 222 x 337mm, 125mc (100Pcs Per Ream)	Reams	3		
Marker Flourescent 3 Colors Per Set	Pack	12		
Marker, Permanent Black, Broad Type, Refillable	Piece	56		
Marker, Permanent Blue, Broad Type, Refillable	Piece	6		
Marker, Whiteboard, Fine Point Black Refillable	Piece	18		
Marker, Whiteboard, Fine Point Blue Refillable	Piece	3		
Matt Sticker Paper Legal Size: 8.5" x 14" (10 Sheet Per Pack)	Pack	1		
Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover: C1S Board 230 gsm, Paper: 50gsm, Leaves: 60 leaves	Pad	18		
Notepad, Stick-On, 3X3, 100 Sheets Per Pad	Pad	96		
Official Record Book 300 Pages size 214 mmx 278mm (min)	Piece	15		
Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	Box	25		
Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	reams	390		
Paper, Multicopy, 80Gsm, Size: 216Mm	Reams	265		

X 330Mm (Legal)				
Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	Pack	12		
Pencil, Lead With Eraser, 12 Dozens Per Box	Box	1		
Plastic Envelope With Handle Transparent With Zipper Lock (Long) 14 inches (W); 10 inches (L)	piece	10		
Plastic Push Pin, 100 pieces per box; 59.944mm x 59.944mm x 53.086 (2.36 x 2.36 x 2.09 inches)	Box	1		
Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	piece	6		
Refill Ink For Marker Pen, Black	bottle	2		
Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	piece	5		
Scissors, heavy duty stainless steel scissors strong grip, 1 piece in individual plastic	piece	1		
Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	piece	196		
Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	piece	63		
Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	bottle	4		
Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	piece	2		
Staple Remover, Plier-Type, Stainless	piece	8		
Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	Box	38		
Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	piece	15		
Tape, Double Sided Width: 24 Mm	Roll	14		
Tape, Duct Cloth Tape, silver 2 inches x 10 meter (25 meter long)	piece	2		
Tape, Masking, Width: 24Mm (±1Mm)	Roll	15		
Tape, Masking, Width:48Mm (+Mm)	Roll	6		
TAPE, PACKAGING, width: 48mm (±1mm) ROLL	Roll	24		
TAPE, TRANSPARENT, width: 24mm (±1mm)	Roll	6		
TAPE, TRANSPARENT, width: 48mm (±1mm)	Roll	28		
Brother Ink C3619XL Black	bottle	10		
Brother Ink C3619XL Cyan	bottle	4		
Brother Ink C3619XL Magenta	bottle	4		
Brother Ink C3619XL Yellow	bottle	4		

Packaging Tape 2 inch width x 200 meters roll (brown)	Ream	15		
W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	Toner	25		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Lot 2 – Occidental Mindoro

Particulars	Unit	Quantity	Unit Cost	Total Cost
Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	piece	20		
Brother Ink LC3617 Black	Cart	9		
Brother Ink LC3617 Cyan	Cart	5		
Brother Ink LC3617 Magenta	Cart	5		
Brother Ink LC3617 Yellow	Cart	5		
Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	Pack	5		
Clip, Backfold, 19Mm, 12 Pieces Per Box	Box	11		
Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	piece	110		
CUTTER KNIFE, heavy duty, metal case, 18x100mm	piece	1		
Document Brown Envelope (Kraft) - Legal, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	piece	30		
Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	Box	19		
Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	piece	420		
Folder, Tagboard, size Long, 8.5"x13", white	piece	970		

GLUE, all purpose, gross weight: 200 grams min	jar	3		
Ink, 003 Black (Epson)	bottle	9		
Ink, 003 CYAN (Epson)	bottle	6		
Ink, 003 Magenta (Epson)	bottle	6		
Ink, 003 Yellow (Epson)	bottle	6		
Ink, 005 Black (Epson)	bottle	81		
Manila Paper	piece	99		
Marker Fluorescent, Yellow	piece	14		
Marker, Permanent Black, Bullet Type, Refillable	piece	38		
Marker, Whiteboard, Fine Point Black Refillable	piece	7		
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	piece	1		
NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	pad	38		
Official Record Book 300 Pages size 214 mmx 278mm (min)	piece	2		
Official Record Book 500 Pages size 214 mmx 278mm (min)	piece	1		
Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	box	10		
Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	ream	150		
Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	ream	160		
Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	pack	3		
Photopaper, A4; 10sheets/pack, 8.27"x11.69"	pack	3		
Plastic Envelope , Long (Transparent)	piece	15		
Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity; Weight: 600 G, Dimension: 17Cm X 12Cm X 8Cm)	piece	1		
Stamp Pad Ink, Purple Or Violet, 50ML (Min.)	bottle	1		
Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	box	5		
Staple Wire Remover (Stainless, Plier Type, High Quality)	piece	3		
Tape, Masking, Width: 24Mm (±1Mm)	roll	14		
Tape, Packaging, Width: 24Mm (±1Mm)	roll	10		
Tape, Transparent, Width: 24Mm (±1Mm)	roll	31		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Lot 3 - Marinduque

Particulars	Unit	Quantity	Unit Cost	Total Cost
Cutter Knife	piece	1		
Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	piece	1		
Ruler, Plastic, 450Mm (18"), Width: 38Mm Min	piece	1		
Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	piece	1		
Clearbook, A4 Size	piece	1		
Clip, Backfold, 19Mm, 12 Pieces Per Box	box	2		
Marker, Whiteboard, Black	piece	1		
Marker, Whiteboard, Blue	piece	1		
Record Book, 300 Pages, Size: 214Mm X 278Mm Min	piece	1		
Scissors, Symmetrical, Blade Length: 65Mm, 1 Piece In Individual Plastic	piece	1		
Record Book, 500 Pages, Size: 214Mm X 278Mm Min	piece	1		
Battery, Dry Cell, Aaa, 2 Pieces Per Blister Pack	pack	2		
Data File Box, Made Of Chipboard, With Closed Ends	piece	1		
Cartolina, Assorted Colors, 20 Pieces Per Pack	pack	1		
Pencil, Lead With Eraser, 12 Dozens Per Box	box	2		
Colored Paper, A4 Size, 80 Gsm, Yellow, 500 Sheets Per Ream	ream	1		
Marker, Permanent, Bullet Type, Blue	piece	7		

Stapler, Standard Type, Load Cap: 200 Staples Min, 1 Piece In Individual Box	piece	2		
Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose	bundle	7		
Staple Wire, Standard	box	7		
Tape, Transparent, Width: 48Mm (± 1 Mm)	piece	14		
Envelope, Expanding, Kraftboard, For Legal Size Doc, 100 Pieces Per Box	piece	4		
Tape, Masking, Width: 24Mm (± 1 Mm)	piece	10		
Battery, Dry Cell, Aa, 2 Pieces Per Blister Pack	pack	8		
Tape, Transparent, Width: 24Mm (± 1 Mm)	piece	17		
Marker, Permanent, Bullet Type, Black	piece	10		
Table Organizer (Mesh Tray Desk Organizer 3 Tier)	piece	1		
Clip, Backfold, 25Mm, 12 Pieces Per Box	box	9		
Clip, Backfold, 32Mm, 12 Pieces Per Box	box	9		
Notepad, Stick-On, 3X3, 100 Sheets Per Pad	piece	17		
Staple Remover, Plier-Type	piece	4		
Glue, All Purpose, Gross Weight: 200 Grams Min	piece	6		
Clip, Backfold, 50Mm, 12 Pieces Per Box	box	9		
Marker, Fluorescent, 3 Colors Per Set	set	6		
Tape, Packaging, Width: 48Mm (± 1 Mm)	piece	11		
Tape, Masking, Width: 48Mm (± 1 Mm)	piece	12		
Fastener, Plastic, 70Mm Between Prongs, 50 Sets Per Box	box	19		
Correction Tape, 1 Piece In Individual Plastic	piece	26		
Paper Clip, Vinyl/Plastic Coat, Length: 48Mm Min	box	32		
Sign Pen, Red, Liquid/Gel Ink, 0.5Mm Needle Tip	piece	30		
Flash Drive, 64Gb Otg	piece	2		
Sign Pen, Black, Liquid/Gel Ink, 0.5Mm Needle Tip	piece	51		
Sign Pen, Blue, Liquid/Gel Ink, 0.5Mm Needle Tip	piece	51		
Tape Double Adhesive	piece	12		
Folder, Fancy, Legal, 50 Pieces Per Bundle	bundle	7		
Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)	ream	81		
Epson 005 (Black)	piece	30		
Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	ream	117		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Lot 4- Romblon

Particulars	Unit	Quantity	Unit Cost	Total Cost
Ballpen Retractable (Black) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	piece	63		
Ballpen Retractable (Blue) 0.5 Mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink,	piece	73		
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	2		
BROTHER (TONER) TN 2260	box	3		
Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm	pack	5		
Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency	piece	60		
Clearbook Refillable Pockets, A4 Size, 100 Pcs/Pack	piece	1		
Clearbook Refillable Pockets, Legal Size, 100 Pcs/Pack	pack	6		
Clip, Backfold, 19Mm, 12 Pieces Per Box	box	11		
Clip, Backfold, 25Mm, 12 Pieces Per Box	box	10		
Clip, Backfold, 32Mm, 12 Pieces Per Box	box	14		
Clip, Backfold, 50Mm, 12 Pieces Per Box	box	15		
Correction Tape, Individual Plastic, 8Mm To 10Mm In Size	piece	373		
Crayons , 24Pcs Per Box	box	1		
CUTTER KNIFE, heavy duty, metal case,18x100mm	piece	2		

Data File Box, Made Of Chipboard, With Closed Ends; Size: 15 inches x 9.5 inches x 4.5 inches	PIECE	41		
Document Brown Envelope (Kraft) - A4, 125 Gsm , Size: 10 X 15", Kraft Corrugated , Light Brown, 100 Pieces / Box	box	1		
Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope) Hook and Loop closure; Side loading with Handle	piece	15		
Eraser PVC, Medium Size: 43 x 19 x 13 mm	PIECE	6		
Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box	box	35		
File Tab Divider, A4, 5 Colors Per Set	piece	1		
Flashdrive 32 GB OTG	PIECE	3		
Folder, Fancy, Legal, 50 Pieces Per Bundle	BUNDLE	13		
Folder, L Type, Legal, 50 Pieces Per Bundle	pack	6		
Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box	box	1		
FOLDER, with TAB, LEGAL, 1 pack [100 pieces per pack], white	box	7		
Glue, All Purpose, Gross Weight: 200 Grams Min	JAR	42		
Ink Cart, Hp Cz107Aa, (Hp678), Black	cart	4		
Ink Cart, Hp Cz107Aa, (Hp678), Tri Color	cart	4		
Ink Refill Epson M1100 printer, black #005	cart	38		
Ink, Cart LC 3619, Black	cart	12		
Ink, Cart LC 3619, Cyan	cart	9		
Ink, Cart LC 3619, Magenta	cart	9		
Ink, Cart LC 3619, Yellow	cart	9		
Marker Fluorescent 3 Colors Per Set	SET	8		
Marker, Permanent Black, Bullet Type, Refillable	PIECE	48		
Mouse, Optical, Usb Connection Type, 1 Unit In Individual	piece	2		
Notepad, Stick-On, 3X3, 100 Sheets Per Pad	pad	51		
Official Record Book 300 Pages Size 214 Mmx 278Mm (Min)	piece	3		
Official Record Book 500 Pages Size 214mm x 278mm (Min)	piece	4		

Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)	BOX	18		
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	ream	467		
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	ream	354		
Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack	pack	24		
Pencil Sharpener, 1 Piece In Individual Plastic Case	piece	1		
Photopaper, A4; 10sheets/pack, 8.27"x11.69"	pack	7		
Refill Ink For Marker Pen, Black	piece	1		
RULER, plastic, 450mm (18"), width: 38mm min	PIECE	3		
SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM, 1 PIECE IN INDIVIDUAL PLASTIC,	piece	6		
Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	piece	156		
Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	piece	24		
Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,	piece	63		
Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)	piece	3		
Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min	piece	2		
Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers	box	10		
Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35	piece	7		
Sticker Paper (100 Pcs/Pack), A4 Size	Pack	2		
Tape, Double Sided Width: 24 Mm	roll	27		
Tape, Masking, Width: 24Mm (±1Mm)	roll	12		
Tape, Masking, Width:48Mm (+Mm)	roll	15		
Tape, Packaging, Width: 48Mm (±1Mm)	roll	36		
Tape, Transparent, Width: 24Mm (±1Mm)	roll	42		
Tape, Transparent, Width: 48Mm (±1Mm)	roll	6		
Ballpoint Pen, .5, black	piece	235		

BROTHER INK LC3617 BLACK	bottle	2		
BROTHER INK LC3617 CYAN	bottle	2		
BROTHER INK LC3617 MAGENTA	bottle	2		
BROTHER INK LC3617 YELLOW	bottle	2		
W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	cart	3		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Lot 5- Palawan

Particulars	Unit	Quantity	Unit Cost	Total Cost
ARCHFILE FOLDER, with side mechanism, long	piece	13		
BROTHER INK D60 BK	piece	9		
DATA FILE BOX, chipboard, 125mmx230mmx400mm	piece	28		
FUJI XEROX,toner cartridge,-CT202330, black	cart	9		
HP laserjet Toner Cartridge,05A, CE505A, black	cart	11		
INK 003, Black (for EPSON Printer)	bottle	27		
Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)	ream	180		
Staple Wire No. 23/6, 23/13, heavy duty	box	29		
W1510X HP 151A Blk LaserJet Toner Cartridge, Page yield 3,050 standard pages	toner	14		
W1510X HP 151X Blk LaserJet Toner Cartridge, Page yield 9,700 standard pages	toner	56		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Lot 6- RPMO

Particulars	Unit	Quantity	Unit Cost	Total Cost
Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	piece	36		
Ballpen Retractable (Blue) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,	piece	12		
Data File Box 15 inches x 9.5 inches x 4.5 inches	piece	1		
Epson 005, 120 ml black	bottle	3		
Ink Cart (HP 678) Black	cart	8		
Ink Cart (HP 678) Colored	cart	5		
Ink Cart (HP 680) Black	cart	5		
Ink Cart (HP 680) Colored	cart	5		
Ink, 774 Black (Epson)	cart	1		
Laminating Film, A4 size 250 microns	pack	1		
LOOSELEAF COVER, 50 sets per bundle	bundle	1		
MARKER, PERMANENT, bullet type, black	piece	2		
Paper (A4 size, 80gsm(sub 24), 500 sheets/ream)	ream	128		
Paper (Folio, size, 80gsm(sub 24), 500 sheets/ream)	ream	18		
PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	box	6		
Puncher (2 Hole, with Handle Lock, ADjustable Paper Gauge, Easy waste material, 30 sheets, 80 gsm paper punching capacity; Weight: 600 g, Dimension: 17cm x 12cm x 8cm)	piece	1		
Scissors (size: 175mm / 6 4/5"), Material Stainless Steel Blade,	piece	3		

Ergonomic Design, Pointed Tip and Symmetric handle design				
SIGNPEN (BLACK), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,	piece	66		
SIGNPEN (BLUE), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,	piece	29		
Staple Wire no. 35 (5,000 pcs / box), Fits all standard staplers	box	7		
Stapler (size: 13 cm x 4cm), with remover	piece	2		
Tape Transparent (1") (24 mm x 25 yards	roll	1		

Amount in Words: _____

Submitted by:

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. ____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery per item	Sales and other taxes payable if contract is awarded per item	Cost of incidental services if applicable per item	Total Price per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9 x col 4)

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Price Schedule for Goods Offered from Abroad
(shall be submitted with the Bid if bidder is offering goods from abroad)

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. ____ Page ____ of ____

1	2	3	4	5	6	7	8	10
Item	Description	Country of Origin	Quantity	Unit Price CIF port of entry (specify port) or CIF name place specify border point or place of destination	Total CIF or CIP price per item (col 4 x 5)	Unit Price Delivered Duty UnPaid (DDU)	Unit Price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x col 8)

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of _____

Date: _____

Statement of all Ongoing Government and Private Contracts including Contracts Awarded but not yet Started
(shall be submitted with the Bid)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number /Contact Email Address	Date of the Contract	Title of the Contract/Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : _____
 (Printed Name and Signature)

Designation: _____

Date: _____

Instructions:

- a. State ALL ongoing contracts including those awarded but not yet started (government including the DSWD) and private contracts which may be similar or not similar to the project being bidded prior to date of submission of bids
- b. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Statement of Single Largest Completed Contract which is Similar in Nature
(shall be submitted with the Bid)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number /Contact Email Address	Date of the Contract	Title of the Contract/Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt (s) Issued for the Contract

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

- a. The SLCC should have been completed (i.e accepted) within five years from the date of submission of bid.
- b. Similar contract shall refer to the supply and delivery of office supplies
- m. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC **at least twenty-five percent (25%) of the ABC of the lot for this Project**

**Date of Acceptance shall mean the date when the items delivered have satisfactorily met the requirements of the procuring entity as evidenced by either a Certificate of Final Acceptance /Completion from the bidder's client or an Official Receipt or a Sales Invoice*

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

Jurat
[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20__ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on [Format shall be based on the latest Rules on Notarial Practice]

Republic of the Philippines



Government Procurement Policy Board