

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Supply & Delivery of Office Supplies for the use of
NIA-Regional Office (COB)
Balintawak, Pagadian City**

Date of Submission of Bids: May 12, 2025 @ 8:30 A.M.

Venue: NATIONAL IRRIGATION ADMINISTRATION
Lot 2, Block 15, Regional Center IX, Balintawak, Pagadian
City, Zambo. Sur

Fund: **COB**
ABC: **Php 2,048,479.48**
Reference No.: **NIAR9-COB-094 (GOODS)**

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
REGIONAL OFFICE IX (ZAMBOANGA PENINSULA)



INVITATION TO BID FOR Supply & Delivery of Office Supplies for the use of NIA-Regional Office (COB)

The **National Irrigation Administration – Regional Office IX BAC**, through the **CY 2025 National Expenditure Program (NEP) for General Appropriation Act (GAA) 2025 Fund**, invites contractors to submit bids for the following Contract:

Contract Reference No.	:	NIAR9-COB-094 (GOODS)
Project Name	:	OFFICE SUPPLIES FOR THE USE OF NIA-REGIONAL OFFICE (COB)
Contract Location	:	BALINTAWAK, PAGADIAN CITY
Scope of Works	:	SUPPLY & DELIVERY OF OFFICE SUPPLIES
Approved Budget for the Contract (ABC)	:	PHP 2,048,479.48
Contract Duration	:	30 Calendar Days
Amount of Bidding Documents	:	PHP 5,000.00

The NIA – RO9 BAC is conducting a public bidding for this Contract in accordance with Republic Act 9184, otherwise known as the “Government Procurement Reform Act” and its Revised Implementing Rules and Regulations (RIRR).

To be eligible to bid for the above-stated Contract, **a contractor must meet the following major requirements: (a) Filipino Citizen or 60% Filipino-owned partnership/corporation; (b) completion of a similar contract costing at least 25% of the ABC, and (c) Net Financial Contracting Capacity (NFCC) at least equal to ABC.**

Interested bidders are required to submit two (2) Valid IDs of the Authorized Managing Officer/Authorized Liaison Officer indicated in the submitted Company Profile/CRC. Updated Company Profile shall also be submitted and presented to the NIA-R9 BAC Secretariat upon purchased of the Bidding Documents. Credit line commitment shall no longer be accepted as an alternative to the prospective bidder’s computation of NFCC per GPPB Resolution No. 20-2013 dated July 30, 2013.

Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion in the eligibility check, preliminary evaluation of bids, post qualification, and award.

The significant times and deadlines of procurement activities are shown below:

Issuance of Bidding Documents	:	April 22 – May 12, 2025 at 8:30 AM
Pre-bid Conference	:	April 30, 2025 at 9:00 AM
Submission of Bids	:	May 12, 2025 at 8:30 AM
Opening of Bids	:	May 12, 2025 at 9:00 AM

Interested bidders may obtain further information from **NIA – RO9 BAC** and inspect the Bidding Documents at the address given below starting **April 22 – May 12, 2025**.

A complete set of Bidding Documents may be purchased by Interested Bidders from the address below and upon payment of a non-refundable fee for the Bidding Documents prescribed in the above-mentioned list of projects.

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

Only the Authorized Managing Officer/Authorized Liaison Officer indicated in the submitted Company Profile/CRC shall be authorized to purchase and submit bidding documents. The use of **Special Power of Attorney (SPA)** is **prohibited** as per NIA Memorandum Circular No.52 series 2014 dated December 1, 2014.

The **NIA – RO9 BAC** will hold a Pre-Bid Conference on **30 April 2025 at 9:00 AM** at **Conference Room, National Irrigation Administration – Regional Office IX, Regional Center, Balintawak, Pagadian City**, which shall be **open to all interested parties**.

Bids must be duly received by the BAC Secretariat thru manual submission at the office address as indicated below on or before **12 May 2025 at 08:30 AM**. **Late bids shall not be accepted.**

All bids must be accompanied by a Bid Securing Declaration or Bid Security in any of the acceptable forms and in the amount stated in ITB. Clause 18.1. Bids will be opened in the presence of the bidder’s authorized managing officer or authorized liaison officer of interested parties at the address below

Prospective bidders shall submit their sealed envelopes together with the duly accomplished forms as provided in the BD’s on or before the deadline of dropping of the bid documents at the **NIA – RO9 BAC** by the **Authorized Managing Officer (AMO) or Authorized Liaison Officer indicated in the submitted Company Profile/CRC of the parties**. The liaison officer shall submit a letter from the AMO authorizing her/him to drop their bid, attend the bidding process and also submit a copy of company I.D. for verification. **No Special Power of Attorney (SPA) shall be allowed.**

The Procuring Entity shall not be held responsible of any and all bid documents/proposals losses. All interested contractors/bidders must inform the BAC Chairperson thru its Secretariat of their documents submitted in any means provided above before the date of the bid opening to avoid late submission.

The **NIA – RO9 BAC** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

Pursuant to NIA Memorandum Circular No. 119 s. 2020, Subject: ***POLICY ON UTILIZATION OF VIDEOCONFERENCING, WEBCASTING OR SIMILAR TECHNOLOGY IN THE CONDUCT OF PUBLIC PROCUREMENT ACTIVITIES***, procurement proceedings for the above mention contracts will be held through face-to-face meeting in ***combination*** with video conferencing using Google Meet thru the links:

Pre-Bidding Conference	:	https://meet.google.com/eke-caed-rns
Opening of Bids	:	https://meet.google.com/jjb-whww-cpn

Any requests for additional information concerning this bidding shall be directed to the following:

MARIETTA M. CORTES

BAC Secretariat Head, NIA-Regional Office
Regional Center IX, Balintawak, Pagadian City, Zambo. Sur

r9.bac@nia.gov.ph

09630884373 – Office Number

Date Posted: April 22, 2025

(Sgd)
REX L. ARMENTIA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **NIA – RO9 BAC** wishes to receive Bids for the **Supply & Delivery of Office Supplies for the use of NIA-Regional Office (COB)**, with identification number **NIAR9-COB-094 (GOODS)**.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, 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 **COB** in the amount of **Php 2,048,479.48**

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for

the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 **National Irrigation Administration – Regional Office IX, Lot 2, Block 15, Regional Center, Balintawak, Pagadian City, Zambo. Sur** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not

subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **09 September 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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.

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made,

the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, 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**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;
 - e. Performance Security or Performance Securing Declaration, as the case may be;

- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																																																													
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Supply & Delivery of Office Supplies.</i> b. completed within Two (2) years prior to the deadline for the submission and receipt of bids.																																																												
7.1	SUBCONTRACTING IS NOT ALLOWED.																																																												
12	No Further Instruction																																																												
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Php 40,969.59 , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 102,423.97 , if bid security is in Surety Bond.																																																												
15	One (1) copy of Original Document and Two (2) copies, "Copy 1" and "Copy 2" of the Technical & Financial Documents. It SHOULD be softbound with ear-tabbing (<i>ring bounded and/or fastened documents will not be ACCEPTED</i>)																																																												
19.3	Total ABC = Php 2,048,479.48 <table><tr><th>Item No.</th><th>Description</th><th>Quantity</th><th>Unit</th></tr><tr><td>1</td><td>Tape, masking, 24mm</td><td>24</td><td>roll</td></tr><tr><td>2</td><td>Tape, transparent, 24mm</td><td>82</td><td>roll</td></tr><tr><td>3</td><td>Correction Tape, 5mm x 10m</td><td>460</td><td>piece</td></tr><tr><td>4</td><td>PAPER, MULTICOPY, A4, 500 sheets per ream, 80 gsm</td><td>2,250</td><td>ream</td></tr><tr><td>5</td><td>PAPER, MULTICOPY, LEGAL, 500 sheets per ream, 80 gsm</td><td>535</td><td>ream</td></tr><tr><td>6</td><td>Bond Paper, A3 S-20</td><td>105</td><td>ream</td></tr><tr><td>7</td><td>White Paper: 36" x 50 yd, std., Substance 80</td><td>10</td><td>roll</td></tr><tr><td>8</td><td>TOILET TISSUE PAPER, 2 ply, 12 rolls/pack</td><td>93</td><td>pack</td></tr><tr><td>9</td><td>SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip</td><td>160</td><td>piece</td></tr><tr><td>10</td><td>SIGN PEN, BLACK, 0.3mm needle tip</td><td>655</td><td>piece</td></tr><tr><td>11</td><td>SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip</td><td>20</td><td>piece</td></tr><tr><td>12</td><td>Sign Pen, Refill, black, 0.5</td><td>35</td><td>box</td></tr><tr><td>13</td><td>Sign Pen, Refill, black, 0.3</td><td>193</td><td>box</td></tr><tr><td>14</td><td>Sign Pen, Refill, black, 0.7</td><td>5</td><td>box</td></tr></table>	Item No.	Description	Quantity	Unit	1	Tape, masking, 24mm	24	roll	2	Tape, transparent, 24mm	82	roll	3	Correction Tape, 5mm x 10m	460	piece	4	PAPER, MULTICOPY, A4, 500 sheets per ream, 80 gsm	2,250	ream	5	PAPER, MULTICOPY, LEGAL, 500 sheets per ream, 80 gsm	535	ream	6	Bond Paper, A3 S-20	105	ream	7	White Paper: 36" x 50 yd, std., Substance 80	10	roll	8	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack	93	pack	9	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	160	piece	10	SIGN PEN, BLACK, 0.3mm needle tip	655	piece	11	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	20	piece	12	Sign Pen, Refill, black, 0.5	35	box	13	Sign Pen, Refill, black, 0.3	193	box	14	Sign Pen, Refill, black, 0.7	5	box
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15	Double Sided Tape 1"	92	roll
16	Fastener, plastic, 50 sets per box	87	box
17	Folder, long, 14 points, 100's	128	pack
18	Note Pad Stick on, 3" x 4" 100 sheets per pad	84	pads
19	PVC Cover, A4 size, 200microns, 210mm x 297mm	29	ream
20	Plastic Ring Binder (A4 size) 9/16" 14mm	50	piece
21	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Black	10	piece
22	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Red	10	piece
23	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Green	60	piece
24	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Blue	50	piece
25	Battery, AA, Alkaline, 4pcs/pack	136	pack
26	Battery, AAA, Alkaline, 4pcs/pack	100	pack
27	Alcohol, isopropyl, 68%-72%	74	gal
28	Glue, all-purpose, 200 grams	42	jar
29	Staple Wire, Standard, copper	150	box
30	Record Book, regular size, 500 pages	65	piece
31	Stapler, Heavy Duty #35	34	unit
32	Puncher, Heavy Duty	2	unit
33	Ballpen, black, 50/1	27	box
34	File Folder, White, A4, 100s	3	pack
35	CLIP, backfold, 19mm	87	box
36	CLIP, backfold, 25mm	153	box
37	CLIP, backfold, 32mm	118	box
38	CLIP, backfold, 50mm	97	box
39	CORRECTION TAPE, 8 meters	94	pcs
40	PVC sheet, for ID, 50s	5	box
41	TAPE, masking, 48 mm	32	roll
42	TAPE, packaging, 48 mm	32	roll
43	TAPE, transparent, 48 mm	62	roll
44	Double Sided Photopaper, 120 gsm, A4, 50 sheets per pack	200	pack
45	Double Sided Photopaper, 220 gsm, A3, 50 sheets per pack	50	pack
46	FOLDER, L-type, legal, 50 pieces per pack	16	pack
47	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	127	pad
48	Double Sided Photopaper, 180 gsm, A4, 50 sheets per pack	100	pack

49	Ballpen, Black, 1.0mm rollerball nib, Ultra-smooth gel ink with Rubber Grip Barrel, Stainless Steel Tip, 12s	2	box
50	Permanent Marker, Multimark Overhead, 1.0mm (M) 1525, 12s	2	box
51	ALCOHOL, ethyl alcohol, 500ml	368	bottle
52	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	17	pack
53	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	8	pack
54	double sided foam tape 1"	10	roll
55	ERASER, plastic/ rubber	15	piece
56	mechanical pen 0.5	5	piece
57	mechanical pen lead 0.5	5	tube
58	scientific calculator	2	piece
59	technical pen	2	piece
60	FOLDER, Green, Legal	30	piece
61	FOLDER, Red, Legal	30	piece
62	FOLDER, Yellow, Legal	30	piece
63	FOLDER, Blue, Legal	30	piece
64	ENVELOPE, Brown, Legal	350	piece
65	ENVELOPE, Brown, Short	240	piece
66	ENVELOPE, Brown, Expanding	280	piece
67	ENVELOPE, Colored, Expanding	80	piece
68	TAPE, transparent, 3/4"	72	roll
69	TAPE, transparent, 1/2"	72	roll
70	TAPE, masking, 2"	77	roll
71	TAPE, Double-sided, 1/2"	77	roll
72	Pencil 12/1	37	box
73	FOLDER, white, Legal	680	piece
74	FOLDER, white, Letter	465	piece
75	HIGHLIGHTER	121	piece
76	NOTE PAD, stick on, 3"x3", 100 sheets per pad	267	pad
77	NOTE PAD, stick on, tabbing 5s/pack	259	pack
78	STAPLE REMOVER	30	piece
79	CUTTER, Heavy Duty, 18mm	25	piece
80	PUNCHER, 2-hole, Heavy Duty	21	piece
81	SCISSOR, 7"	19	piece
82	ENGINEERING STORAGE TUBE expanded	100	tube
83	Ink for technical pen	4	tube
84	Sign pen, Refill, blue 0.3	18	box
85	Batteries, dry cell, size D	5	pack
86	Ink, for stamp pad	13	bottle
87	Carbon Film, Legal Size	2	box
88	Tape, Electrical	10	roll
89	Twine, Plastic	10	roll
90	Ruler, Flexible, Plastic, 450 mm	12	piece

91	Blade for general purpose cutter/utility knife	20	tube
92	Calculator, Compact	5	piece
93	Cutter/Utility Knife/ All purpose	23	piece
94	Data File Box	135	piece
95	Data Folder	200	piece
96	Dater Stamp	5	piece
97	Envelope, Documentary, A4	5	box
98	Envelope, Documentary, Legal	5	box
99	Envelope, Expanding, Kraft	5	box
100	Envelope, Mailing	2	box
101	Envelope, Mailing with window	2	box
102	File Organizer, expanding, plastic legal	20	piece
103	Folder, Fancy with slide, A4	10	bundle
104	Folder, Fancy with slide, legal	10	bundle
105	Folder, L-type, A4	10	pack
106	Marker, Permanent, Black	50	piece
107	Marker, Permanent, Blue	20	piece
108	Paper clip, vinyl/plastic coated, 33mm	41	box
109	Paper clip, vinyl/plastic coated, jumbo 50mm	45	box
110	Pencil Sharpener	10	box
111	Binding ring/Comb, plastic, 32mm	110	piece
112	Rubber Band	19	box
113	Stamp pad Felt	5	piece
114	Scissors, symmetrical/asymmetrical	12	piece
115	Tape Dispenser	5	piece
116	Paper, Multipurpose, A4	280	ream
117	Paper, Multipurpose, legal	94	ream
118	Record Book, regular size, 300 pages	60	piece
119	Tissue, interfold paper towel	10	roll
120	Sticker Paper, 10/1	25	ream
121	Photo paper	5	ream
122	Certificate Frame	50	piece
123	Certificate Holder	60	piece
124	Glue Stick	5	piece
125	Disposable Gloves	5	box
126	Philippine National Flag	12	piece
127	Compact Discs	60	piece
128	Clearbook, A4 Size	10	piece
129	Clearbook, Legal Size	10	piece
130	Expanding Folder Long	360	piece
131	ENVELOPE, Expanding, Yellow	160	piece
132	Staple Wire Bronze no.12	12	box
133	Staple Wire Bronze no.35	32	box
134	Sign pen, 0,5, green refill	6	box
135	Sign pen, 0.5, blue refill	6	box
136	Columnar Books, 3 columns	15	book
137	Columnar Books, 24 columns	70	book

	138	Storage Box	40	box
	139	Fingertip Moistener Counting Money Wax, 10g	50	piece
	140	Push Pin, flat head, assorted colors, 100/1	8	box
	141	Cardboard 20pcs/pack	5	pack
	142	Hardbound for Accounting books	80	box
	143	Envelope, expanding, long green with garter	120	piece
	144	Envelope, expanding, long blue with garter	120	piece
	145	Envelope, expanding, long Kraft with garter	120	piece
	146	CASH BOOK GENERAL FORM 51-A (RED)	10	book
	147	CASH BOOK GENERAL FORM 103 (RED)	10	book
	148	BANK CASH BOOK - GENERAL FORM 104 (RED)	10	book
	149	Folder, expandable, kraft, long	100	piece
	150	Folder, expandable, green, long	100	piece
	151	Folder, expandable, orange, long	50	piece
	152	Folder, expandable, red, long	50	piece
	153	White Board Marker	2	piece
	154	Pisi (Yellow)	5	meter
	155	Lighter	12	piece
	156	Ballpen, Black, 12/1,0.3	8	box
	157	Ballpen, Blue, 12/1,0.3	4	box
	158	Fastener, metal, 50 sets per box	20	box
	159	Tape,Transparent, 1"	28	roll
	160	Tape,Transparent, 2"	40	roll
	161	Tape, Masking, 1"	20	roll
	162	Tape, Masking, 2"	12	roll
	163	Record Book, regular size, 200 pages	20	piece
	164	Stick note, 26mm x 76mm, tabbing 5pcs/pack	40	pack
	165	Speciality Paper, short, 25pcs/pack	20	piece
	166	Notepad, Stick-on, 50mm x 76	108	pad
20.2	<p>The following must be submitted by the bidder undergoing post-qualification within five (5) calendar days from receipt of the notice of the BAC:</p> <ol style="list-style-type: none"> 1. DTI/SEC Certificate 2. Mayor's/Business Permit or its equivalent document 3. Tax Clearance 4. Audited Financial Statement 5. Latest Income and Business Tax Returns 			
21.2	No Further Instruction			

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

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

may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.)

4. Inspection and Tests

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

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered Lot 2, Block 15, Balintawak, Pagadian City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is MARIETTA M. CORTES.</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> <ol style="list-style-type: none"> performance or supervision of on-site assembly and/or start-up of the supplied Goods; furnishing of tools required for assembly and/or maintenance of the supplied Goods; furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>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</p>

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

	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	No Further Instruction
4	The inspections and tests that will be conducted are as follows; a) Quantity of the items b) Quality and Specifications per item

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Unit	Total	Delivered, Weeks/Months
1	Tape, masking, 24mm	24	roll	24	1 month
2	Tape, transparent, 24mm	82	roll	82	1 month
3	Correction Tape, 5mm x 10m	460	piece	460	1 month
4	PAPER, MULTICOPY, A4, 500 sheets per ream, 80 gsm	2,250	ream	2,250	1 month
5	PAPER, MULTICOPY, LEGAL, 500 sheets per ream, 80 gsm	535	ream	535	1 month
6	Bond Paper, A3 S-20	105	ream	105	1 month
7	White Paper: 36" x 50 yd, std., Substance 80	10	roll	10	1 month
8	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack	93	pack	93	1 month
9	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	160	piece	160	1 month
10	SIGN PEN, BLACK, 0.3mm needle tip	655	piece	655	1 month
11	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	20	piece	20	1 month
12	Sign Pen, Refill, black, 0.5	35	box	35	1 month
13	Sign Pen, Refill, black, 0.3	193	box	193	1 month
14	Sign Pen, Refill, black, 0.7	5	box	5	1 month
15	Double Sided Tape 1"	92	roll	92	1 month
16	Fastener, plastic, 50 sets per box	87	box	87	1 month
17	Folder, long, 14 points, 100's	128	pack	128	1 month
18	Note Pad Stick on, 3" x 4" 100 sheets per pad	84	pads	84	1 month
19	PVC Cover, A4 size, 200microns, 210mm x 297mm	29	ream	29	1 month
20	Plastic Ring Binder (A4 size) 9/16" 14mm	50	piece	50	1 month
21	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Black	10	piece	10	1 month
22	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Red	10	piece	10	1 month
23	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Green	60	piece	60	1 month

24	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Blue	50	piece	50	1 month
25	Battery, AA, Alkaline, 4pcs/pack	136	pack	136	1 month
26	Battery, AAA, Alkaline, 4pcs/pack	100	pack	100	1 month
27	Alcohol, isopropyl, 68%-72%	74	gal	74	1 month
28	Glue, all-purpose, 200 grams	42	jar	42	1 month
29	Staple Wire, Standard, copper	150	box	150	1 month
30	Record Book, regular size, 500 pages	65	piece	65	1 month
31	Stapler, Heavy Duty #35	34	unit	34	1 month
32	Puncher, Heavy Duty	2	unit	2	1 month
33	Ballpen, black, 50/1	27	box	27	1 month
34	File Folder, White, A4, 100s	3	pack	3	1 month
35	CLIP, backfold, 19mm	87	box	87	1 month
36	CLIP, backfold, 25mm	153	box	153	1 month
37	CLIP, backfold, 32mm	118	box	118	1 month
38	CLIP, backfold, 50mm	97	box	97	1 month
39	CORRECTION TAPE, 8 meters	94	pcs	94	1 month
40	PVC sheet, for ID, 50s	5	box	5	1 month
41	TAPE, masking, 48 mm	32	roll	32	1 month
42	TAPE, packaging, 48 mm	32	roll	32	1 month
43	TAPE, transparent, 48 mm	62	roll	62	1 month
44	Double Sided Photopaper, 120 gsm, A4, 50 sheets per pack	200	pack	200	1 month
45	Double Sided Photopaper, 220 gsm, A3, 50 sheets per pack	50	pack	50	1 month
46	FOLDER, L-type, legal, 50 pieces per pack	16	pack	16	1 month
47	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	127	pad	127	1 month
48	Double Sided Photopaper, 180 gsm, A4, 50 sheets per pack	100	pack	100	1 month
49	Ballpen, Black, 1.0mm rollerball nib, Ultra-smooth gel ink with Rubber Grip Barrel, Stainless Steel Tip, 12s	2	box	2	1 month
50	Permanent Marker, Multimark Overhead, 1.0mm (M) 1525, 12s	2	box	2	1 month
51	ALCOHOL, ethyl alcohol, 500ml	368	bottle	368	1 month
52	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	17	pack	17	1 month
53	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	8	pack	8	1 month
54	double sided foam tape 1"	10	roll	10	1 month
55	ERASER, plastic/ rubber	15	piece	15	1 month
56	mechanical pen 0.5	5	piece	5	1 month
57	mechanical pen lead 0.5	5	tube	5	1 month
58	scientific calculator	2	piece	2	1 month

59	technical pen	2	piece	2	1 month
60	FOLDER, Green, Legal	30	piece	30	1 month
61	FOLDER, Red, Legal	30	piece	30	1 month
62	FOLDER, Yellow, Legal	30	piece	30	1 month
63	FOLDER, Blue, Legal	30	piece	30	1 month
64	ENVELOPE, Brown, Legal	350	piece	350	1 month
65	ENVELOPE, Brown, Short	240	piece	240	1 month
66	ENVELOPE, Brown, Expanding	280	piece	280	1 month
67	ENVELOPE, Colored, Expanding	80	piece	80	1 month
68	TAPE, transparent, 3/4"	72	roll	72	1 month
69	TAPE, transparent, 1/2"	72	roll	72	1 month
70	TAPE, masking, 2"	77	roll	77	1 month
71	TAPE, Double-sided, 1/2"	77	roll	77	1 month
72	Pencil 12/1	37	box	37	1 month
73	FOLDER, white, Legal	680	piece	680	1 month
74	FOLDER, white, Letter	465	piece	465	1 month
75	HIGHLIGHTER	121	piece	121	1 month
76	NOTE PAD, stick on, 3"x3",100 sheets per pad	267	pad	267	1 month
77	NOTE PAD, stick on, tabbing 5s/pack	259	pack	259	1 month
78	STAPLE REMOVER	30	piece	30	1 month
79	CUTTER, Heavy Duty, 18mm	25	piece	25	1 month
80	PUNCHER, 2-hole, Heavy Duty	21	piece	21	1 month
81	SCISSOR, 7"	19	piece	19	1 month
82	ENGINEERING STORAGE TUBE expanded	100	tube	100	1 month
83	Ink for technical pen	4	tube	4	1 month
84	Sign pen, Refill, blue 0.3	18	box	18	1 month
85	Batteries, dry cell, size D	5	pack	5	1 month
86	Ink, for stamp pad	13	bottle	13	1 month
87	Carbon Film, Legal Size	2	box	2	1 month
88	Tape, Electrical	10	roll	10	1 month
89	Twine, Plastic	10	roll	10	1 month
90	Ruler, Flexible, Plastic, 450 mm	12	piece	12	1 month
91	Blade for general purpose cutter/utility knife	20	tube	20	1 month
92	Calculator, Compact	5	piece	5	1 month
93	Cutter/Utility Knife/ All purpose	23	piece	23	1 month
94	Data File Box	135	piece	135	1 month
95	Data Folder	200	piece	200	1 month
96	Dater Stamp	5	piece	5	1 month
97	Envelope, Documentary, A4	5	box	5	1 month
98	Envelope, Documentary, Legal	5	box	5	1 month
99	Envelope, Expanding, Kraft	5	box	5	1 month
100	Envelope, Mailing	2	box	2	1 month
101	Envelope, Mailing with window	2	box	2	1 month

102	File Organizer, expanding, plastic legal	20	piece	20	1 month
103	Folder, Fancy with slide, A4	10	bundle	10	1 month
104	Folder, Fancy with slide, legal	10	bundle	10	1 month
105	Folder, L-type, A4	10	pack	10	1 month
106	Marker, Permanent, Black	50	piece	50	1 month
107	Marker, Permanent, Blue	20	piece	20	1 month
108	Paper clip, vinyl/plastic coated, 33mm	41	box	41	1 month
109	Paper clip, vinyl/plastic coated, jumbo 50mm	45	box	45	1 month
110	Pencil Sharpener	10	box	10	1 month
111	Binding ring/Comb, plastic, 32mm	110	piece	110	1 month
112	Rubber Band	19	box	19	1 month
113	Stamp pad Felt	5	piece	5	1 month
114	Scissors, symmetrical/asymmetrical	12	piece	12	1 month
115	Tape Dispenser	5	piece	5	1 month
116	Paper, Multipurpose, A4	280	ream	280	1 month
117	Paper, Multipurpose, legal	94	ream	94	1 month
118	Record Book, regular size, 300 pages	60	piece	60	1 month
119	Tissue, interfold paper towel	10	roll	10	1 month
120	Sticker Paper, 10/1	25	ream	25	1 month
121	Photo paper	5	ream	5	1 month
122	Certificate Frame	50	piece	50	1 month
123	Certificate Holder	60	piece	60	1 month
124	Glue Stick	5	piece	5	1 month
125	Disposable Gloves	5	box	5	1 month
126	Philippine National Flag	12	piece	12	1 month
127	Compact Discs	60	piece	60	1 month
128	Clearbook, A4 Size	10	piece	10	1 month
129	Clearbook, Legal Size	10	piece	10	1 month
130	Expanding Folder Long	360	piece	360	1 month
131	ENVELOPE, Expanding, Yellow	160	piece	160	1 month
132	Staple Wire Bronze no.12	12	box	12	1 month
133	Staple Wire Bronze no.35	32	box	32	1 month
134	Sign pen, 0.5, green refill	6	box	6	1 month
135	Sign pen, 0.5, blue refill	6	box	6	1 month
136	Columnar Books, 3 columns	15	book	15	1 month
137	Columnar Books, 24 columns	70	book	70	1 month
138	Storage Box	40	box	40	1 month
139	Fingertip Moistener Counting Money Wax, 10g	50	piece	50	1 month
140	Push Pin, flat head, assorted colors, 100/1	8	box	8	1 month
141	Cardboard 20pcs/pack	5	pack	5	1 month
142	Hardbound for Accounting books	80	box	80	1 month
143	Envelope, expanding, long green with garter	120	piece	120	1 month

144	Envelope, expanding, long blue with garter	120	piece	120	1 month
145	Envelope, expanding, long Kraft with garter	120	piece	120	1 month
146	CASH BOOK GENERAL FORM 51-A (RED)	10	book	10	1 month
147	CASH BOOK GENERAL FORM 103 (RED)	10	book	10	1 month
148	BANK CASH BOOK - GENERAL FORM 104 (RED)	10	book	10	1 month
149	Folder, expandable, kraft, long	100	piece	100	1 month
150	Folder, expandable, green, long	100	piece	100	1 month
151	Folder, expandable, orange, long	50	piece	50	1 month
152	Folder, expandable, red, long	50	piece	50	1 month
153	White Board Marker	2	piece	2	1 month
154	Pisi (Yellow)	5	meter	5	1 month
155	Lighter	12	piece	12	1 month
156	Ballpen, Black, 12/1,0.3	8	box	8	1 month
157	Ballpen, Blue, 12/1,0.3	4	box	4	1 month
158	Fastener, metal, 50 sets per box	20	box	20	1 month
159	Tape, Transparent, 1"	28	roll	28	1 month
160	Tape, Transparent, 2"	40	roll	40	1 month
161	Tape, Masking, 1"	20	roll	20	1 month
162	Tape, Masking, 2"	12	roll	12	1 month
163	Record Book, regular size, 200 pages	20	piece	20	1 month
164	Stick note, 26mm x 76mm, tabbing 5pcs/pack	40	pack	40	1 month
165	Speciality Paper, short, 25pcs/pack	20	piece	20	1 month
166	Notepad, Stick-on, 50mm x 76	108	pad	108	1 month

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
1	Tape, masking, 24mm	
2	Tape, transparent, 24mm	
3	Correction Tape, 5mm x 10m	
4	PAPER, MULTICOPY, A4, 500 sheets per ream, 80 gsm	
5	PAPER, MULTICOPY, LEGAL, 500 sheets per ream, 80 gsm	
6	Bond Paper, A3 S-20	
7	White Paper: 36" x 50 yd, std., Substance 80	
8	TOILET TISSUE PAPER, 2 ply, 12 rolls/pack	
9	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
10	SIGN PEN, BLACK, 0.3mm needle tip	
11	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	
12	Sign Pen, Refill, black, 0.5	
13	Sign Pen, Refill, black, 0.3	
14	Sign Pen, Refill, black, 0.7	

15	Double Sided Tape 1"	
16	Fastener, plastic, 50 sets per box	
17	Folder, long, 14 points, 100's	
18	Note Pad Stick on, 3" x 4" 100 sheets per pad	
19	PVC Cover, A4 size, 200microns, 210mm x 297mm	
20	Plastic Ring Binder (A4 size) 9/16' 14mm	
21	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Black	
22	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Red	
23	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Green	
24	Arch File Folder 3" with Hard Cover Side, Long, Mechanism Arch File 2 Ring Binder, Blue	
25	Battery, AA, Alkaline, 4pcs/pack	
26	Battery, AAA, Alkaline, 4pcs/pack	
27	Alcohol, isopropyl, 68%-72%	
28	Glue, all-purpose, 200 grams	
29	Staple Wire, Standard, copper	
30	Record Book, regular size, 500 pages	
31	Stapler, Heavy Duty #35	
32	Puncher, Heavy Duty	
33	Ballpen, black, 50/1	
34	File Folder, White, A4, 100s	
35	CLIP, backfold, 19mm	
36	CLIP, backfold, 25mm	
37	CLIP, backfold, 32mm	
38	CLIP, backfold, 50mm	
39	CORRECTION TAPE, 8 meters	
40	PVC sheet, for ID, 50s	
41	TAPE, masking, 48 mm	
42	TAPE, packaging, 48 mm	
43	TAPE, transparent, 48 mm	
44	Double Sided Photopaper, 120 gsm, A4, 50 sheets per pack	
45	Double Sided Photopaper, 220 gsm, A3, 50 sheets per pack	
46	FOLDER, L-type, legal, 50 pieces per pack	
47	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	

48	Double Sided Photopaper, 180 gsm, A4, 50 sheets per pack	
49	Ballpen, Black, 1.0mm rollerball nib, Ultra-smooth gel ink with Rubber Grip Barrel, Stainless Steel Tip, 12s	
50	Permanent Marker, Multimark Overhead, 1.0mm (M) 1525, 12s	
51	ALCOHOL, ethyl alcohol, 500ml	
52	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	
53	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	
54	double sided foam tape 1"	
55	ERASER, plastic/ rubber	
56	mechanical pen 0.5	
57	mechanical pen lead 0.5	
58	scientific calculator	
59	technical pen	
60	FOLDER, Green, Legal	
61	FOLDER, Red, Legal	
62	FOLDER, Yellow, Legal	
63	FOLDER, Blue, Legal	
64	ENVELOPE, Brown, Legal	
65	ENVELOPE, Brown, Short	
66	ENVELOPE, Brown, Expanding	
67	ENVELOPE, Colored, Expanding	
68	TAPE, transparent, 3/4"	
69	TAPE, transparent, 1/2"	
70	TAPE, masking, 2"	
71	TAPE, Double-sided, 1/2"	
72	Pencil 12/1	
73	FOLDER, white, Legal	
74	FOLDER, white, Letter	
75	HIGHLIGHTER	
76	NOTE PAD, stick on, 3"x3",100 sheets per pad	
77	NOTE PAD, stick on, tabbing 5s/pack	
78	STAPLE REMOVER	
79	CUTTER, Heavy Duty, 18mm	
80	PUNCHER, 2-hole, Heavy Duty	
81	SCISSOR, 7"	
82	ENGINEERING STORAGE TUBE expanded	
83	Ink for technical pen	
84	Sign pen, Refill, blue 0.3	
85	Batteries, dry cell, size D	
86	Ink, for stamp pad	
87	Carbon Film, Legal Size	
88	Tape, Electrical	

89	Twine, Plastic	
90	Ruler, Flexible, Plastic, 450 mm	
91	Blade for general purpose cutter/utility knife	
92	Calculator, Compact	
93	Cutter/Utility Knife/ All purpose	
94	Data File Box	
95	Data Folder	
96	Dater Stamp	
97	Envelope, Documentary, A4	
98	Envelope, Documentary, Legal	
99	Envelope, Expanding, Kraft	
100	Envelope, Mailing	
101	Envelope, Mailing with window	
102	File Organizer, expanding, plastic legal	
103	Folder, Fancy with slide, A4	
104	Folder, Fancy with slide, legal	
105	Folder, L-type, A4	
106	Marker, Permanent, Black	
107	Marker, Permanent, Blue	
108	Paper clip, vinyl/plastic coated, 33mm	
109	Paper clip, vinyl/plastic coated, jumbo 50mm	
110	Pencil Sharpener	
111	Binding ring/Comb, plastic, 32mm	
112	Rubber Band	
113	Stamp pad Felt	
114	Scissors, symmetrical/asymmetrical	
115	Tape Dispenser	
116	Paper, Multipurpose, A4	
117	Paper, Multipurpose, legal	
118	Record Book, regular size, 300 pages	
119	Tissue, interfold paper towel	
120	Sticker Paper, 10/1	
121	Photo paper	
122	Certificate Frame	
123	Certificate Holder	
124	Glue Stick	
125	Disposable Gloves	
126	Philippine National Flag	
127	Compact Discs	
128	Clearbook, A4 Size	
129	Clearbook, Legal Size	
130	Expanding Folder Long	
131	ENVELOPE, Expanding, Yellow	
132	Staple Wire Bronze no.12	
133	Staple Wire Bronze no.35	
134	Sign pen, 0,5, green refill	

135	Sign pen, 0.5,blue refill	
136	Columnar Books, 3 columns	
137	Columnar Books, 24 columns	
138	Storage Box	
139	Fingertip Moistener Counting Money Wax, 10g	
140	Push Pin, flat head, assorted colors, 100/1	
141	Cardboard 20pcs/pack	
142	Hardbound for Accounting books	
143	Envelope, expanding, long green with garter	
144	Envelope, expanding, long blue with garter	
145	Envelope, expanding, long Kraft with garter	
146	CASH BOOK GENERAL FORM 51-A (RED)	
147	CASH BOOK GENERAL FORM 103 (RED)	
148	BANK CASH BOOK - GENERAL FORM 104 (RED)	
149	Folder, expandable, kraft, long	
150	Folder, expandable, green, long	
151	Folder, expandable, orange, long	
152	Folder, expandable, red, long	
153	White Board Marker	
154	Pisi (Yellow)	
155	Lighter	
156	Ballpen, Black, 12/1,0.3	
157	Ballpen, Blue, 12/1,0.3	
158	Fastener, metal, 50 sets per box	
159	Tape,Transparent, 1"	
160	Tape,Transparent, 2"	
161	Tape, Masking, 1"	
162	Tape, Masking, 2"	
163	Record Book, regular size, 200 pages	
164	Stick note, 26mm x 76mm, tabbing 5pcs/pack	
165	Speciality Paper, short, 25pcs/pack	
166	Notepad, Stick-on, 50mm x 76	

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) 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**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) 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

- ☐ (g) 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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) *[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.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

