

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII

Government of the Republic of the Philippines

Sixth Edition

August 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

INVITATION TO BID

PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII

1. The Department of Education Regional Office VIII, through the **General Appropriations Act of 2025** intends to apply the sum of **Two Million Four Hundred Forty-One Thousand Nine Hundred Thirty-Nine and 90/100 Pesos Only (₱2,441,939.90)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

No.	Item & Specifications	Unit of Measure	Total QTY
1	ALCOHOL ETHYL 70% SCENTED 500ML	BOTTLE	249
2	BATTERY DRY CELL AA 2 PIECES PER BLISTER PACK	PACK	111
3	BATTERY DRY CELL AAA 2 PIECES PER BLISTER PACK	PACK	83
4	DETERGENT POWDER, ALL PURPOSE 1kg PER POUCH	POUCH	110
5	DISHWASHING LIQUID 500ml	BOTTLE	299
6	FABRIC CONDITIONER GALLON	GALS	54
7	HANDWASHING LIQUID SOAP 500ml	BOTTLE	215
8	HAND SANITIZER 500ml	BOTTLE	28
9	SPONGE	PIECE	55
10	SCENTED FACIAL TISSUE 2PLY 130 PULLS	BOX	88
11	ELECTRICAL TAPE	ROLL	5
12	BROOM SOFT TAMBO WEIGHT 200g MIN TIGER GRASS	piece	33
13	BROOM STICK (TINGTING)	piece	32
14	CAR FRESHENER 1.05 OUNCE	CAN	24
15	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml CAP	BOTTLE	245
16	CLEANER, AUTOMATIC TOILET BOWL BLUE SOAP 50g x 6 TABS	PACK	53
17	DISINFECTANT SPRAY, AEROSOL TYPE 400-500 GRAMS	CAN	18
18	DUSTER COTTON	PIECE	4
19	FURNITURE CLEANER, AEROSOL TYPE 300ml MIN PER CAN	CAN	22
20	FLOOR MAT/ RAG COTTON	piece	51

No.	Item & Specifications	Unit of Measure	Total QTY
21	GLASS CLEANER, SPRAY BIG	BOTTLE	38
22	INSECTICIDE AEROSOL TYPE 600ml MIN CONTENT	CAN	64
23	RAGS, ALL COTTON, 32 PIECES PER KILO/ BUNDLE	BUNDLE	12
24	TOILET BRUSH W HANDLE	piece	18
25	TOILET DEDORANT, CAKE SMALL	piece	121
26	TRASH BIN PLASTIC WITH COVER -GREEN 13 GALS	piece	9
27	SODIUM HYPOCHLORITE LIQUID BLEACH 1ltr	LITER	108
28	BATHROOM SOAP, FAMILY SIZE	PIECE	3
29	TRASH BAG PLASTIC GUSSETED TYPE, TRANSPARENT 10PCS PER ROLL/PACK	ROLL	223
30	LAMINATING MACHINE A3 HEAVY DUTY	UNIT	1
31	WATER DISPENSER, Hot and Cold Function	UNIT	2
32	BALL POINT PEN BLACK	piece	169
33	BALL POINT PEN BLUE	piece	1206
34	BINDER CLIP 18MM BLK 12s/BOX	BOX	126
35	BINDER CLIP 25MM BLK 12s/BOX	BOX	106
36	BINDER CLIP 32MM BLK 12s/BOX	BOX	54
37	BINDER CLIP 41MM BLK 12s/BOX	BOX	52
38	BINDER CLIP 2" BLK 12s/BOX	BOX	91
39	CLEARBOOK A4 SIZE	piece	27
40	CLEARBOOK LEGAL SIZE	PIECE	12
41	CLIP BACKFOLD 19MM 12s/BOX	BOX	6
42	CLIP BACKFOLD 25MM 12s/BOX	BOX	12
43	CLIP BACKFOLD 33MM 12s/BOX	BOX	8
44	CLIP BACKFOLD 50MM 12s/BOX	BOX	28
45	CORRECTION TAPE, 1PC IN INDIVIDUAL PLASTIC, 5MM x 8METERS	PIECE	537
46	CUTTER KNIFE, HEAVY DUTY	PIECE	6
47	DATA FILE BOX MADE OF CHIPBOARD W/ CLOSE ENDS - GREEN COLOR	PIECE	112
48	DATA ORGANIZER W RING 2 HOLES	PIECE	6
49	ENVELOPE EXPANDING LAMINATED GREEN 100s/BOX	BOX	23
50	ENVELOPE MAILING 500 PIECES PER BOX, LONG	BOX	16
51	PAPER FASTENER PLASTIC/ VINYL COATED	BOX	113
52	FOLDER FILE A4 SIZE pt 14	PIECE	271
53	FOLDER FILE LEGAL SIZE pt14	PIECE	575
54	FOLDER L-TYPE A4 SIZE 50PCS PER PACK	PACK	54
55	DOCUMENT CARD CASE HOLDER SHORT CC LETTER TRANSPARENT	PIECE	100

No.	Item & Specifications	Unit of Measure	Total QTY
56	FOLDER PRESSBOARD SIZE:240MM x 370MM (-5MM) 100s/BOX	BOX	3
57	FOLDER EXPANDING LONG GREEN	PIECE	2030
58	GLUE ALL PURPOSE GROSS WEIGHT 200g MIN	JARS	72
59	INDEX TAB, 5 SETS PER BOX	BOX	8
60	LAMINATING FILM LEGAL SIZE 200 MICRON	ROLL	4
61	MARKER FLOURESCENT 3 COLORS PER SET	SET	51
62	MARKER PERMANENT BULLET TYPE BLK	PIECE	133
63	MARKER PERMANENT BULLET TYPE BLUE	PIECE	95
64	MARKER PERMANENT BULLET TYPE RED	PIECE	6
65	MARKER PERMANENT BROAD BLK FELT TIP	PIECE	61
66	MARKER WHITEBOARD BLACK	PIECE	21
67	MARKER WHITEBOARD BLUE	PIECE	43
68	MARKER WHITEBOARD RED	PIECE	31
69	NOTEPAD STICK-ON, 2x3 100 SHEETS PER PAD	PAD	134
70	NOTEPAD STICK-ON 3x3 100 SHEETS PER PAD	PAD	126
71	NOTEPAD STICK-ON 3x4 100 SHEETS PER PAD	PAD	185
72	PAPERCLIP 33MM, 100PCS PER BOX OR 52g MIN NET OF THE BOX	BOX	54
73	PAPER CLIP 50MM, 100PCS PER BOX OR 120g MIN NET PER BOX	BOX	38
74	PAPER SHORT (8 1/2" x 11) 80GSM	REAM	5
75	PAPER MULTIPURPOSE 70gsm SIZE 210mm x 297mm A4	REAM	524
76	PAPER MULTI PURPOSE 70gsm SIZE 216mm x 330 mm LEGAL	REAM	23
77	PAPER, SPECIALTY LONG COLOR WHITE	BOX	4
78	PAPER, SPECIALTY SHORT COLOR BEIGE	BOX	19
79	PAPER CONSTRUCTION A4 YELLOW GREEN	PACK	9
80	PENCIL LEAD WITH ERASER, 12 DOZEN PER BOX	BOX	25
81	PHOTO PAPER GLOSSY A4	PACK	119
82	RING BINDER BLACK "1"	PIECE	10
83	RING BINDER BLACK "1/2"	PIECE	10
84	RUBBER BAND, 70mm MIN LAY FLAT LENGTH (#18)	BOX	17
85	RULER ALUMINUM "12"	PIECE	8
86	SCISSORS HEAVY DUTY BIG	PAIR	52
87	SIGN PEN BLACK LIQUID/GEL INK 0.5mm NEDDLE TIP	PIECE	146
88	SIGN PEN REFILL, PILOT BLUE (V7)	PIECE	25
89	PARCHMENT PAPER 80gsm SHORT SIZE 8.5x11 INCHES LETTER	PACK	50

No.	Item & Specifications	Unit of Measure	Total QTY
90	SIGN PEN BLUE LIQUID/GEL INK 0.5mm NEEDLE TIP	PIECE	829
91	SIGN PEN BLUE V5	PIECE	49
92	SIGN PEN BLUE V7	PIECE	70
93	SIGN PEN RED LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	40
94	SIGN PEN GREEN LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	46
95	STAMP PAD INK PURPLE OR VIOLET 50ml MIN	BOTTLE	17
96	STAMP PAD FELT, BED DIMENSIONS 60mm x 100mm	PIECE	2
97	STAPLE REMOVER PLIER TYPE	PIECE	15
98	STAPLE WIRE STANDARD	BOX	153
99	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES MIN, 1 PC PER BOX	PIECE	63
100	STICKER PAPER LONG	PACK	38
101	STORAGE BOX W/ COVER 9.5x10x15 MADE OF CHIPBOARD	PIECE	52
102	TAPE MASKING 24mm	ROLL	77
103	TAPE MASKING 48mm	ROLL	42
104	TAPE PACKAGING 48mm	ROLL	48
105	TAPE TRANSPARENT 24mm	ROLL	133
106	TAPE TRANSPARENT 48mm	ROLL	90
107	TAPE DOUBLE ADHESIVE "2"	ROLL	105
108	LONG ARM STAPLER 12 INCHES	PIECE	3
109	VOUCHER FILER w/bolts, 4" (Green)	PIECE	462
110	Sticky-Note "Sign Here" message flags, 1/2"x3/4" (asstd colors)	PAD	171
111	Sticky-Note "Sign Here" message flags, 1" (asstd colors)	PAD	122
112	Self-Inking Dater Stamp	BOTTLE	3
113	Ink for Self-Inking Stamp (RED)	BOTTLE	2
114	Certificate Folder, A4 size (Jacket type)	PIECE	740
115	Gun Tacker/Gun Stapler, heavy duty	PIECE	1
116	Gun Tacker Staple Wire, refill	BOX	3
117	PVC BLACK CERTIFICATE FRAME (LETTER SIZE)	PIECE	35
118	BINDER NOTEBOOK FILER 6x8.5 (5 PCS PER PACK)	PACK	70
119	LONG ARM STAPLER, HEAVY DUTY	PIECE	5
120	GLUE GUN HEAVY DUTY	UNIT	1
121	GLUE STICK	PIECE	31
122	SIGN PEN (V10 GRIP 1.0MM BROAD)	PIECE	100
123	PAPER, SPECIALTY, SHORT color (LIGHT GREEN)	BOX	14

No.	Item & Specifications	Unit of Measure	Total QTY
124	PAPER, SPECIALTY, SHORT color (BLUE)	BOX	13
125	PAPER, SPECIALTY, SHORT color (WHITE)	BOX	8
126	PAPER, SPECIALTY, LONG color (LIGHT GREEN)	BOX	2
127	STOCKCARD 8 1/2 x 11 MADE OF TAPBOARD WITH BACK-TO-BACK PRINTING	PIECE	300
128	SEMI EXPENDABLE PROPERTY CARD MADE OF TAPBOARD 8 1/2 x 11 BACK-TO-BACK PRINTING	PIECE	300
129	MOROCO FOLDER, LIGHT BLUE COLOR, SHORT	PIECE	50
130	ID HOLDER	piece	6
131	HEAVY DUTY TAPE DISPENSER	PIECE	2
132	HEAVY DUTY DESKTOP HAND-HELD PENCIL SHARPENER	PIECE	25
133	LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS PER BOX	BOX	4
134	SIGN PEN REFILL, PILOT BLUE (V5)	PIECE	18
135	PAPER, SPECIALTY, A4 color (BLUE)	BOX	4
136	PAPER, SPECIALTY, A4 color (PINK)	BOX	4
137	PAPER, SPECIALTY, A4 color (LIGHT GREEN)	BOX	4
138	PAPER, SPECIALTY, A4 color (BIEGE)	BOX	4
139	FOLDER L-TYPE LEGAL SIZE 50PCS PER PACK	PACK	1
140	PVC PLASTIC COVER, SHORT (100pcs. /Pack)	PIECE	50
141	STAMP PAD INK RED, 50ml, with Applicator	BOTTLE	3
142	STORAGE BOX, PLASTIC, 60 LITERS	BOX	1
143	FOLDER, White Ordinary, A4 size	PIECE	200
144	PAPER, SPECIALTY LONG COLOR YELLOW	BOX	6
145	EXTENSION WIRE, (5 METERS) (4 GANG)	PIECE	18
146	Computer Table (Mahogany Color)	PIECE	7
147	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	UNIT	18
148	FLASH DRIVE, 64 GB	PIECE	52
149	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	PIECE	3
150	MOUSE, OPTICAL, PS/2	PIECE	3
151	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	PIECE	2
152	MOUSE, WIRELSS (for LAPTOP)	PIECE	14
153	MOUSE PAD	PIECE	5
154	PRESENTER, LASER, WIRELESS	PIECE	5
155	UNTERRUPTIBLE POWER SUPPLY (UPS), 650VA	UNIT	18
156	Printer, CONTINUOUS INK SUPPLY, ALL IN ONE (PRINT, SCAN, COPY)	UNIT	14
157	COMPUTER MONITOR 22"	UNIT	4

No.	Item & Specifications	Unit of Measure	Total QTY
158	WIFI WIRELESS ADAPTER	UNIT	33
159	HEADSET WITH NOISE CANCELLATION	UNIT	4
160	DOCUMENT SCANNER AUTO DOCUMENT TYPE, HEAVY DUTY	UNIT	2
161	LED Linear Tube, 18 watts, FRO Series	PIECE	4
162	Hand Towel (for Refrigerator)	PIECE	15
163	SANDO BAG, PLASTIC, Extra Large (100's/pack)	PACK	3
164	TWINE, PLASTIC, 1 kl	ROLL	8
165	INK CART, BROTHER, DCP-J105-LC539XL, Black	CART	8
166	INK CART, BROTHER, DCP-J105-LC535XL, Cyan	CART	4
167	INK CART, BROTHER, DCP-J105-LC535XL, Magenta	CART	4
168	INK CART, BROTHER, DCP-J105-LC535XL, YELLOW	CART	4
169	INK CART, BROTHER, BT60, Black	CART	37
170	INK CART, BROTHER, BT5000, Cyan	CART	43
171	INK CART, BROTHER, BT5000, Magenta	CART	37
172	INK CART, BROTHER, BT5000, Yellow	CART	37
173	INK CART, EPSON C13T664100 (T6641), Black	CART	19
174	INK CART, EPSON C13T664200 (T6642), Cyan	CART	8
175	INK CART, EPSON C13T664300 (T6643), Magenta	CART	8
176	INK CART, EPSON C13T664400 (T6644), Yellow	CART	11
177	INK CART, EPSON L3110 (003, Black	CART	228
178	INK CART, EPSON L3110 (003), Cyan	CART	59
179	INK CART, EPSON L3110 (003) Magenta	CART	65
180	INK CART, EPSON L3110 (003) Yellow	CART	67
181	INK CART, EPSON L3156 (103), Black	CART	17
182	INK CART, EPSON L3156 (103), Cyan	CART	12
183	INK CART, EPSON L3156 (103), Magenta	CART	10
184	INK CART, EPSON L3156 (103), Yellow	CART	10
185	INK CART, HP (HP 680), BLACK	CART	6
186	INK CART, HP (HP 680), COLOR	CART	2
187	TONER CART, HP (HP 85A), Black (for HP Laserjet P1102)	TONER	10
188	INK, Bottle, HP GT-51, Black	PIECE	24
189	INK, Bottle, HP GT-51, Cyan	PIECE	7
190	INK, Bottle, HP GT-51, Magenta	PIECE	8
191	Digital Facsimile/Stamp ("Certified True Copy")	PIECE	3
192	Digital Facsimile/Stamp ("RELEASED")	PIECE	3
193	Digital Facsimile/Stamp ("RECEIVED")	PIECE	5

No.	Item & Specifications	Unit of Measure	Total QTY
194	Photocopier Toner, Docucentre, S2011	TONER	4
195	FUJIFILM APEOS C2560 TONER CARTIDGE BLACK	CART	2
196	FUJIFILM APEOS C2560 TONER CARTIDGE MAGENTA	CART	1
197	FUJIFILM APEOS C2560 TONER CARTIDGE YELLOW	CART	2
198	FUJIFILM APEOS C2560 TONER CARTIDGE CYAN	CART	1
199	INK, Bottle, HP GT-51, Yellow	PIECE	8

Important Note/s:

1. Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Asset Management Section (AMS), Administrative Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: asset.region8@deped.gov.ph.
2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII**. Bidders should have completed, within the last Five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on the day it is published in PhilGEPS**, in DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, region8.deped.gov.ph and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php5,000.00** only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

For prospective bidders who intend to **purchase the bidding documents through online banking**, the deposit may be made through:

PHILIPPINE VETERANS BANK

Account Name: DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-0000097

A scanned copy of the deposit slip together with the **accomplished Bidders Information Sheet shall be sent** to the **BAC Secretariat** (bac.region8@deped.gov.ph), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference** on **April 23, 2025, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders. Physical appearance is also allowed.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of May 6, 2025**. Late Bids shall not be accepted.

8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **May 6, 2025, 10:15 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**.

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids shall be broadcasted**/shared to prospective bidders who wish to attend the said procurement activities online, **via Microsoft Teams**. Hence, **interested bidders shall provide** the BAC Secretariat (bac.region8@deped.gov.ph) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s)**. Physical appearance is also allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	April 23, 2025 10:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	May 6, 2025 10:15 AM	Candahug, Palo, Leyte

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

RACHEL R. CUEVAS

Head, BAC Secretariat

DepEd Regional Office VIII

Government Center, Candahug, Palo, Leyte

Tel. No. (053) 832-4625

E-Mail: bac.region8@deped.gov.ph

Prepared by:

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Head, BAC Secretariat

Concurred:

(SGD) ROSEMARIE M. GUINO
Chief, Administrative Division
End User / Proponent

Approved:

(SGD) HARVIE D. VILLAMOR
Chief, HRDD
BAC Chairman

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, **Department of Education Regional Office VIII** wishes to receive Bids for the **PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII** with identification number *PR No. 2025-01-006*.

The Procurement 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 with the amount of **Two Million Four Hundred Forty-One Thousand Nine Hundred Thirty-Nine and 90/100 Pesos Only (₱2,441,939.90)**.

2.2. The source of funding is:

a. **General Appropriations Act of 2025**

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA 9184, the bidder shall have, within the last five (5) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the project of 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 and Services: 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:

- a. **Subcontracting is NOT allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference through videoconferencing for this Project on the specified date and time as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through

electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last five (5) years from the date of submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in 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:
- 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 within **One Hundred Twenty (120) Calendar Days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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.

15. Sealing and Marking of Bids

Number of copies of the Bid to be submitted:

Each Bidder shall submit a Mother Envelope containing two (2) sets of documents – one (1) for the Technical Component which will comprise Original, Copy 1, and Copy 2 Eligibility and Technical Documents, and one (1) for the Financial Component which will also comprise Original, Copy 1, and Copy 2.

Failure to submit the required originals of the Technical Component Documents is ground for rejection or disqualification of the bids.

Failure to submit copies of the same documents mentioned above is not a ground for rejection or disqualification of the bid(s). However, bidders are strongly encouraged to submit the additional copies to facilitate objective and efficient examination of their bid(s).

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public through videoconferencing at the time, on the date, and at the place specified in paragraph 7 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 maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items grouped into one (1) 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

- 20.1. 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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Office Supplies and Equipment</p> <p>b. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA 9184, the bidder shall have, within the last five (5) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the project of the value of which adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p style="margin-left: 40px;">➤ For the procurement of Expendable Supplies and Services: <i>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.</i></p>
7.1	Sub-contracting is NOT allowed.
12	The price of the Goods shall be quoted DDP <i>Department of Education Regional Office VIII, Candahug, Palo, Leyte 6501</i> , or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</p>
15	<p>“SEALING AND MARKING OF BIDS”</p> <p>Each Bidder shall submit a Mother Envelope containing two (2) sets of documents – one (1) for the Technical Component which will comprise Original, Copy 1, and Copy 2 Eligibility and Technical Documents, and one (1) for the Financial Component which will also comprise Original, Copy 1, and Copy 2.</p> <div style="text-align: center;"> </div>

	<p>Failure to submit the required originals of the Technical Component documents and the required originals of the Financial Component documents is a ground for rejection or disqualification of the bid(s).</p> <p>Failure to submit copies of the same documents mentioned above is not a ground for rejection or disqualification of the bid(s). However, bidders are strongly encouraged to submit the additional copies to facilitate objective and efficient examination of their bids.</p> <p>Original copies of the PhilGEPS Registration Certificate (Platinum Membership), SEC/DTI/CDA Registration Certificate, Mayor's or Business Permit, Tax Clearance and Audited Financial Statements may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).</p>
19.3	<p>The Procurement is intended for:</p> <p>PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII</p> <p><i>REFER TO SECTION VII FOR FULL LIST</i></p>
20	<p>“Post Qualification”</p> <p>To facilitate the post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, the documents required in Section II. ITB 20 in a separate envelope as follows:</p> <p>1. Latest income and business tax returns: Printed copies of the Electronically Filed Income Tax/Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/ tax year from the authorized agent bank;</p> <p>Only Tax returns filed and taxes paid through the BIR electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>The envelope shall be marked:</p> <p>ITB 20 Documents Name of Project: PROCUREMENT FOR FY 2025 GENERAL SUPPLIES FOR DEPED REGIONAL OFFICE VIII Bid Opening Date: _____ Name of Bidder: _____</p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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. *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 IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></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:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered Department of Education Regional Office VIII, Government Center, Candahug, Palo, Leyte, In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Dr. ROSEMARIE M. GUINO, <i>Chief, Administrative Division</i></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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods. b. furnishing of tools required for assembly and/or maintenance of the supplied Goods. c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<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 temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The Head of the Procuring Entity (HoPE) shall allow partial payment for partial accomplishments corresponding to the percentage of goods delivered. On the other hand, liquidated damages as provided for under the IRR of RA 9184 be imposed on works beyond the specified contract period, inclusive of duly granted time extension, if any.</p>
4	<p>The inspections and tests that will be conducted are: <i>[Required during the Pre-Inspection activity for the product samples.</i></p>

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.

LOCATION: **DepEd Regional Office VIII, Candahug, Palo, Leyte 6501**

DURATION: **Sixty (60) Calendar Days**

Important Note/s:

Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Asset Management Section (AMS), Administrative Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: asset.region8@deped.gov.ph.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at*

least equivalent.” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
1	ALCOHOL ETHYL 70% SCENTED 500ML	BOTTLE	249		
2	BATTERY DRY CELL AA 2 PIECES PER BLISTER PACK	PACK	111		
3	BATTERY DRY CELL AAA 2 PIECES PER BLISTER PACK	PACK	83		
4	DETERGENT POWDER, ALL PURPOSE 1kg PER POUCH	POUCH	110		
5	DISHWASHING LIQUID 500ml	BOTTLE	299		
6	FABRIC CONDITIONER GALLON	GALS	54		
7	HANDWASHING LIQUID SOAP 500ml	BOTTLE	215		
8	HAND SANITIZER 500ml	BOTTLE	28		
9	SPONGE	PIECE	55		
10	SCENTED FACIAL TISSUE 2PLY 130 PULLS	BOX	88		
11	ELECTRICAL TAPE	ROLL	5		
12	BROOM SOFT TAMBO WEIGHT 200g MIN TIGER GRASS	piece	33		
13	BROOM STICK (TINGTING)	piece	32		
14	CAR FRESHENER 1.05 OUNCE	CAN	24		
15	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml CAP	BOTTLE	245		
16	CLEANER, AUTOMATIC TOILET BOWL BLUE SOAP 50g x 6 TABS	PACK	53		
17	DISINFECTANT SPRAY, AEROSOL TYPE 400-500 GRAMS	CAN	18		
18	DUSTER COTTON	PIECE	4		
19	FURNITURE CLEANER, AEROSOL TYPE 300ml MIN PER CAN	CAN	22		
20	FLOOR MAT/ RAG COTTON	piece	51		
21	GLASS CLEANER, SPRAY BIG	BOTTLE	38		
22	INSECTICIDE AEROSOL TYPE 600ml MIN CONTENT	CAN	64		
23	RAGS, ALL COTTON, 32 PIECES PER KILO/ BUNDLE	BUNDLE	12		
24	TOILET BRUSH W HANDLE	piece	18		
25	TOILET DEDORANT, CAKE SMALL	piece	121		
26	TRASH BIN PLASTIC WITH COVER -GREEN 13 GALS	piece	9		
27	SODIUM HYPOCHLORITE LIQUID BLEACH 1ltr	LITER	108		
28	BATHROOM SOAP, FAMILY SIZE	PIECE	3		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
29	TRASH BAG PLASTIC GUSSETED TYPE, TRANSPARENT 10PCS PER ROLL/PACK	ROLL	223		
30	LAMINATING MACHINE A3 HEAVY DUTY	UNIT	1		
31	WATER DISPENSER, Hot and Cold Function	UNIT	2		
32	BALL POINT PEN BLACK	piece	169		
33	BALL POINT PEN BLUE	piece	1206		
34	BINDER CLIP 18MM BLK 12s/BOX	BOX	126		
35	BINDER CLIP 25MM BLK 12s/BOX	BOX	106		
36	BINDER CLIP 32MM BLK 12s/BOX	BOX	54		
37	BINDER CLIP 41MM BLK 12s/BOX	BOX	52		
38	BINDER CLIP 2" BLK 12s/BOX	BOX	91		
39	CLEARBOOK A4 SIZE	piece	27		
40	CLEARBOOK LEGAL SIZE	PIECE	12		
41	CLIP BACKFOLD 19MM 12s/BOX	BOX	6		
42	CLIP BACKFOLD 25MM 12s/BOX	BOX	12		
43	CLIP BACKFOLD 33MM 12s/BOX	BOX	8		
44	CLIP BACKFOLD 50MM 12s/BOX	BOX	28		
45	CORRECTION TAPE, 1PC IN INDIVIDUAL PLASTIC, 5MM x 8METERS	PIECE	537		
46	CUTTER KNIFE, HEAVY DUTY	PIECE	6		
47	DATA FILE BOX MADE OF CHIPBOARD W/ CLOSE ENDS - GREEN COLOR	PIECE	112		
48	DATA ORGANIZER W RING 2 HOLES	PIECE	6		
49	ENVELOPE EXPANDING LAMINATED GREEN 100s/BOX	BOX	23		
50	ENVELOPE MAILING 500 PIECES PER BOX, LONG	BOX	16		
51	PAPER FASTENER PLASTIC/ VINYL COATED	BOX	113		
52	FOLDER FILE A4 SIZE pt 14	PIECE	271		
53	FOLDER FILE LEGAL SIZE pt14	PIECE	575		
54	FOLDER L-TYPE A4 SIZE 50PCS PER PACK	PACK	54		
55	DOCUMENT CARD CASE HOLDER SHORT CC LETTER TRANSPARENT	PIECE	100		
56	FOLDER PRESSBAORD SIZE:240MM x 370MM (-5MM) 100s/BOX	BOX	3		
57	FOLDER EXPANDING LONG GREEN	PIECE	2030		
58	GLUE ALL PURPOSE GROSS WEIGHT 200g MIN	JARS	72		
59	INDEX TAB, 5 SETS PER BOX	BOX	8		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
60	LAMINATING FILM LEGAL SIZE 200 MICRON	ROLL	4		
61	MARKER FLOURESCENT 3 COLORS PER SET	SET	51		
62	MARKER PERMANENT BULLET TYPE BLK	PIECE	133		
63	MARKER PERMANENT BULLET TYPE BLUE	PIECE	95		
64	MARKER PERMANENT BULLET TYPE RED	PIECE	6		
65	MARKER PERMANENT BROAD BLK FELT TIP	PIECE	61		
66	MARKER WHITEBOARD BLACK	PIECE	21		
67	MARKER WHITEBOARD BLUE	PIECE	43		
68	MARKER WHITEBOARD RED	PIECE	31		
69	NOTEPAD STICK-ON, 2x3 100 SHEETS PER PAD	PAD	134		
70	NOTEPAD STICK-ON 3x3 100 SHEETS PER PAD	PAD	126		
71	NOTEPAD STICK-ON 3x4 100 SHEETS PER PAD	PAD	185		
72	PAPERCLIP 33MM, 100PCS PER BOX OR 52g MIN NET OF THE BOX	BOX	54		
73	PAPER CLIP 50MM, 100PCS PER BOX OR 120g MIN NET PER BOX	BOX	38		
74	PAPER SHORT (8 1/2" x 11) 80GSM	REAM	5		
75	PAPER MULTIPURPOSE 70gsm SIZE 210mm x 297mm A4	REAM	524		
76	PAPER MULTI PURPOSE 70gsm SIZE 216mm x 330 mm LEGAL	REAM	23		
77	PAPER, SPECIALTY LONG COLOR WHITE	BOX	4		
78	PAPER, SPECIALTY SHORT COLOR BEIGE	BOX	19		
79	PAPER CONSTRUCTION A4 YELLOW GREEN	PACK	9		
80	PENCIL LEAD WITH ERASER, 12 DOZEN PER BOX	BOX	25		
81	PHOTO PAPER GLOSSY A4	PACK	119		
82	RING BINDER BLACK "1"	PIECE	10		
83	RING BINDER BLACK "1/2"	PIECE	10		
84	RUBBER BAND, 70mm MIN LAY FLAT LENGTH (#18)	BOX	17		
85	RULER ALUMINUM "12"	PIECE	8		
86	SCISSORS HEAVY DUTY BIG	PAIR	52		
87	SIGN PEN BLACK LIQUID/GEL INK 0.5mm NEDDLE TIP	PIECE	146		
88	SIGN PEN REFILL, PILOT BLUE (V7)	PIECE	25		
89	PARCHMENT PAPER 80gsm SHORT SIZE 8.5x11 INCHES LETTER	PACK	50		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
90	SIGN PEN BLUE LIQUID/GEL INK 0.5mm NEEDLE TIP	PIECE	829		
91	SIGN PEN BLUE V5	PIECE	49		
92	SIGN PEN BLUE V7	PIECE	70		
93	SIGN PEN RED LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	40		
94	SIGN PEN GREEN LIQUID/ GEL INK 0.5mm NEEDLE TIP	PIECE	46		
95	STAMP PAD INK PURPLE OR VIOLET 50ml MIN	BOTTLE	17		
96	STAMP PAD FELT, BED DIMENSIONS 60mm x 100mm	PIECE	2		
97	STAPLE REMOVER PLIER TYPE	PIECE	15		
98	STAPLE WIRE STANDARD	BOX	153		
99	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES MIN, 1 PC PER BOX	PIECE	63		
100	STICKER PAPER LONG	PACK	38		
101	STORAGE BOX W/ COVER 9.5x10x15 MADE OF CHIPBOARD	PIECE	52		
102	TAPE MASKING 24mm	ROLL	77		
103	TAPE MASKING 48mm	ROLL	42		
104	TAPE PACKAGING 48mm	ROLL	48		
105	TAPE TRANSPARENT 24mm	ROLL	133		
106	TAPE TRANSPARENT 48mm	ROLL	90		
107	TAPE DOUBLE ADHESIVE "2"	ROLL	105		
108	LONG ARM STAPLER 12 INCHES	PIECE	3		
109	VOUCHER FILER w/bolts, 4" (Green)	PIECE	462		
110	Sticky-Note "Sign Here" message flags, 1/2"x3/4" (asstd colors)	PAD	171		
111	Sticky-Note "Sign Here" message flags, 1" (asstd colors)	PAD	122		
112	Self-Inking Dater Stamp	BOTTLE	3		
113	Ink for Self-Inking Stamp (RED)	BOTTLE	2		
114	Certificate Folder, A4 size (Jacket type)	PIECE	740		
115	Gun Tacker/Gun Stapler, heavy duty	PIECE	1		
116	Gun Tacker Staple Wire, refill	BOX	3		
117	PVC BLACK CERTIFICATE FRAME (LETTER SIZE)	PIECE	35		
118	BINDER NOTEBOOK FILER 6x8.5 (5 PCS PER PACK)	PACK	70		
119	LONG ARM STAPLER, HEAVY DUTY	PIECE	5		
120	GLUE GUN HEAVY DUTY	UNIT	1		
121	GLUE STICK	PIECE	31		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
122	SIGN PEN (V10 GRIP 1.0MM BROAD)	PIECE	100		
123	PAPER, SPECIALTY, SHORT color (LIGHT GREEN)	BOX	14		
124	PAPER, SPECIALTY, SHORT color (BLUE)	BOX	13		
125	PAPER, SPECIALTY, SHORT color (WHITE)	BOX	8		
126	PAPER, SPECIALTY, LONG color (LIGHT GREEN)	BOX	2		
127	STOCKCARD 8 1/2 x 11 MADE OF TAPBOARD WITH BACK-TO-BACK PRINTING	PIECE	300		
128	SEMI EXPENDABLE PROPERTY CARD MADE OF TAPBOARD 8 1/2 x 11 BACK-TO-BACK PRINTING	PIECE	300		
129	MOROCCO FOLDER, LIGHT BLUE COLOR, SHORT	PIECE	50		
130	ID HOLDER	piece	6		
131	HEAVY DUTY TAPE DISPENSER	PIECE	2		
132	HEAVY DUTY DESKTOP HAND-HELD PENCIL SHARPENER	PIECE	25		
133	LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS PER BOX	BOX	4		
134	SIGN PEN REFILL, PILOT BLUE (V5)	PIECE	18		
135	PAPER, SPECIALTY, A4 color (BLUE)	BOX	4		
136	PAPER, SPECIALTY, A4 color (PINK)	BOX	4		
137	PAPER, SPECIALTY, A4 color (LIGHT GREEN)	BOX	4		
138	PAPER, SPECIALTY, A4 color (BIEGE)	BOX	4		
139	FOLDER L-TYPE LEGAL SIZE 50PCS PER PACK	PACK	1		
140	PVC PLASTIC COVER, SHORT (100pcs. /Pack)	PIECE	50		
141	STAMP PAD INK RED, 50ml, with Applicator	BOTTLE	3		
142	STORAGE BOX, PLASTIC, 60 LITERS	BOX	1		
143	FOLDER, White Ordinary, A4 size	PIECE	200		
144	PAPER, SPECIALTY LONG COLOR YELLOW	BOX	6		
145	EXTENSION WIRE, (5 METERS) (4 GANG)	PIECE	18		
146	Computer Table (Mahogany Color)	PIECE	7		
147	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	UNIT	18		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
148	FLASH DRIVE, 64 GB	PIECE	52		
149	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	PIECE	3		
150	MOUSE, OPTICAL, PS/2	PIECE	3		
151	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	PIECE	2		
152	MOUSE, WIRELESS (for LAPTOP)	PIECE	14		
153	MOUSE PAD	PIECE	5		
154	PRESENTER, LASER, WIRELESS	PIECE	5		
155	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	UNIT	18		
156	Printer, CONTINUOUS INK SUPPLY, ALL IN ONE (PRINT, SCAN, COPY)	UNIT	14		
157	COMPUTER MONITOR 22"	UNIT	4		
158	WIFI WIRELESS ADAPTER	UNIT	33		
159	HEADSET WITH NOISE CANCELLATION	UNIT	4		
160	DOCUMENT SCANNER AUTO DOCUMENT TYPE, HEAVY DUTY	UNIT	2		
161	LED Linear Tube, 18 watts, FRO Series	PIECE	4		
162	Hand Towel (for Refrigerator)	PIECE	15		
163	SANDO BAG, PLASTIC, Extra Large (100's/pack)	PACK	3		
164	TWINE, PLASTIC, 1 kl	ROLL	8		
165	INK CART, BROTHER, DCP-J105-LC539XL, Black	CART	8		
166	INK CART, BROTHER, DCP-J105-LC535XL, Cyan	CART	4		
167	INK CART, BROTHER, DCP-J105-LC535XL, Magenta	CART	4		
168	INK CART, BROTHER, DCP-J105-LC535XL, YELLOW	CART	4		
169	INK CART, BROTHER, BTD60, Black	CART	37		
170	INK CART, BROTHER, BTD5000, Cyan	CART	43		
171	INK CART, BROTHER, BTD5000, Magenta	CART	37		
172	INK CART, BROTHER, BTD5000, Yellow	CART	37		
173	INK CART, EPSON C13T664100 (T6641), Black	CART	19		
174	INK CART, EPSON C13T664200 (T6642), Cyan	CART	8		
175	INK CART, EPSON C13T664300 (T6643), Magenta	CART	8		
176	INK CART, EPSON C13T664400 (T6644), Yellow	CART	11		

No.	Item & Specifications	Unit of Measure	Total QTY	COMPLY?	
				YES	NO
177	INK CART, EPSON L3110 (003, Black	CART	228		
178	INK CART, EPSON L3110 (003), Cyan	CART	59		
179	INK CART, EPSON L3110 (003) Magenta	CART	65		
180	INK CART, EPSON L3110 (003) Yellow	CART	67		
181	INK CART, EPSON L3156 (103), Black	CART	17		
182	INK CART, EPSON L3156 (103), Cyan	CART	12		
183	INK CART, EPSON L3156 (103), Magenta	CART	10		
184	INK CART, EPSON L3156 (103), Yellow	CART	10		
185	INK CART, HP (HP 680), BLACK	CART	6		
186	INK CART, HP (HP 680), COLOR	CART	2		
187	TONER CART, HP (HP 85A), Black (for HP Laserjet P1102)	TONER	10		
188	INK, Bottle, HP GT-51, Black	PIECE	24		
189	INK, Bottle, HP GT-51, Cyan	PIECE	7		
190	INK, Bottle, HP GT-51, Magenta	PIECE	8		
191	Digital Facsimile/Stamp ("Certified True Copy")	PIECE	3		
192	Digital Facsimile/Stamp ("RELEASED")	PIECE	3		
193	Digital Facsimile/Stamp ("RECEIVED")	PIECE	5		
194	Photocopier Toner, Docucentre, S2011	TONER	4		
195	FUJIFILM APEOS C2560 TONER CARTIDGE BLACK	CART	2		
196	FUJIFILM APEOS C2560 TONER CARTIDGE MAGENTA	CART	1		
197	FUJIFILM APEOS C2560 TONER CARTIDGE YELLOW	CART	2		
198	FUJIFILM APEOS C2560 TONER CARTIDGE CYAN	CART	1		
199	INK, Bottle, HP GT-51, Yellow	PIECE	8		

Important Note/s:

Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Asset Management Section (AMS), Administrative Division (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: asset.region8@deped.gov.ph.

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Bidder

:

Name of Authorized Representative

:

Signature of Authorized Representative

:

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. CONTENTS OF BID PROPOSAL

- One (1) sealed envelope marked "ORIGINAL Technical & Financial components"
- One (1) sealed envelope marked "COPY-1 of Technical & Financial components"
- One (1) sealed envelope marked "COPY-2 of Technical & Financial components"

II. 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.

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

- (i) *[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.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

III. FINANCIAL COMPONENT ENVELOPE

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

Annex – Bidding Forms

(GOODS)

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Bid Form	48
Price Schedule(s)	50
Contract Agreement	52
Omnibus Sworn Statement	55
Bid Securing Declaration	58

Bid Form

Date: _____

Invitation to Bid² No: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/ deliver/ perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 14 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:³

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 14 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the*

² If ADB, JICA and WB funded projects, use IFB.

³ Applicable only if the Funding Source is the ADB, JICA or WB.

Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered from Abroad

Name of Bidder _____ . Invitation to Bid⁴ Number _____. Page _____ of ____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named 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 8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁴ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered from Within the Philippines

Name of Bidder _____, Invitation to Bid⁵ Number ____ 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 Insurance 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)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁵ If ADB, JICA and WB funded projects, use IFB.

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 the ____ day of _____ 20____ between **DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII**, represented by **DR. EVELYN R. FETALVERO, CESO IV**, in her capacity as the **REGIONAL DIRECTOR** of the **DEPED RO VIII**, hereinafter referred to as the **“Entity”** and _____ of

(Name of the Supplier)

hereinafter called

(Address of the Supplier)

“the Supplier” of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly

(Title of the Project)

and has accepted a Bid by the Supplier for the supply of those goods and services in the _____ sum _____ of **Philippine Pesos**

(Amount in Words)

(PhP _____) only, hereinafter called “the Contract Price”.

(Amount in Figure)

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

Proprietor

EVELYN R. FETALVERO, CESO IV
Regional Director

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.**

1. In consideration for the sum of **Philippine Pesos**

(Amount in Words)

(PhP _____) only or such other sums as may be ascertained,

_____, agrees to

_____ in accordance with his/her/its Bid.

- 4. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby enters into a covenant with the Entity to execute and complete the Works within a period _____ **CALENDAR DAYS** in conformity with the provisions of this Contract in all respects, and in accordance with governing laws, rules and regulations;
- 5. The Head of the Procuring Entity (HoPE), **DR. EVELYN R. FETALVERO, CESO IV**, in her capacity as the **REGIONAL DIRECTOR** of the **DEPED RO VIII**, 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.

EVELYN R. FETALVERO, CESO IV

Regional Director
Head of the Procuring Entity (HoPE)

Proprietor

SIGNED IN THE PRESENCE OF:

FE M. GERONA
Chief – Accountant

End-User

Republic of the Philippines)
Province of Leyte) Ss.
Tacloban City)

ACKNOWLEDGMENT

BEFORE ME, this _____ day of _____ 2022
personally appeared:

EVELYN R. FETALVERO, CESO IV

Res. Certificate No. :

Issued on:

Issued at:

Res. Certificate No. : _____

Issued on:

Issued at:

Proprietor

EVELYN R. FETALVERO, CESO IV

Regional Director

Known to me to be the same persons who executed the foregoing instrument and who acknowledged to me the same is their free and voluntary act and deed and that of the Offices they respectively represent.

The foregoing instrument is an Entity-Supplier Contract Agreement consisting of three (3) pages including this page on which this Acknowledgment is written and signed by the parties hereof and their instrumental witnesses on the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2022

Omnibus Sworn Statement

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;

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized
Signatory

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature

appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION **Invitation to Bid:** *[Insert Reference number]*

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

I/We⁶, 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 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 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;
 - (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.

⁶ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

