

Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Early Procurement of Office, ICT, and Janitorial Supplies for Romblon State University

Solicitation No: RSU-2023-01-002-EPA

Source of Fund: 101

Total ABC: PhP3,086,948.00

Total QTY: 24,531

Pre –Bid Conference : 19 December 2022 (09:30 AM)

**Submission of Bid Docs : On or Before 02 January 2022
(10:00 AM)**

Opening of Bid Docs : 02 January 2022 (10:00 AM)

**Venue : BAC Office, Community
Outreach Center, Romblon State
University, Liwanag Odiongan,
Romblon**

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.

**INVITATION TO BID FOR THE
EARLY PROCUREMENT OF OFFICE, ICT AND
JANITORIAL SUPPLIES FOR ROMBLON STATE
UNIVERSITY
(ABC: PHP3,086,948.00, QTY: 24,531)**

1. The **Romblon State University**, through the **General Appropriations Act** intends to apply the sum of **Three Million Eighty-Six Thousand Nine Hundred Forty-Eight Pesos Only (PhP3,086,948.00)** being the ABC to payments under the contract for **RSU-2023-01-002-EPA**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Romblon State University** now invites bids for the above Procurement Project. Delivery of the Goods is required by **within twenty-five (25) calendar days from receipt of the Notice to Proceed**. Bidders should have completed, **within five years (2018, 2019, 2020, 2021, 2022)** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. 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 **Romblon State University** and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00 AM to 5:00 PM, except holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 December 2022** from the given address and website(s) below [*Insert if necessary: and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (PhP5,000.00)*]. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The **Romblon State University** will hold a Pre-Bid Conference on **19 December 2022**, at **09:30 AM** and/or through video conferencing or webcasting *via Zoom Conference*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **02 January 2022, 10:00 AM** at the given address below and/or via **Zoom Conferencing**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

10. The **Romblon State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. This Procurement Project is undertaken through Early Procurement Activities (EPA). Laws, rules, regulations and related issuances on early procurement therefore apply.
12. Pursuant to **Section 3 of GPPB Circular 06-2019** or the Guidelines on the Implementation of Early Procurement Activities (EPA), the award of contract for Procurement Projects undertaken through EPA may be made only upon the approval and effectivity of their respective funding sources, to wit: (i) GAA; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules.
13. Condition of award, pursuant to GPPB Circular 06-2019, Section 7 include the following:
 - Notwithstanding the mandatory procurement timelines provided in **Section 37 of RA No. 9184**, Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be;
 - If the amount authorized for a Procurement project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement regardless of the posted ABC;
 - The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded;
 - In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of RA No. 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government; and
 - Notwithstanding the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be, PEs shall not award contracts for Procurement Projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.
14. Pursuant to **Section 61 of RA 9184**, all bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB.
15. For further information, please refer to:

(SGD) MS. VEE F. FRANCISCO

Head, BAC Secretariat

Romblon State University, Odiongan, Romblon 5505

Email Address: bacrsu2016@gmail.com

Website: www.rsu.edu.ph

16. You may visit the following websites:

For downloading of Bidding Documents:

www.rsu.edu.ph

<https://notices.philgeps.gov.ph/>

12 December 2022

(SGD) ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Romblon State University** wishes to receive Bids for the **Early Procurement of Office, ICT, and Janitorial Supplies for Romblon State University (ABC: PhP3,086,948.00, QTY: 24,531)**, with identification number **RSU-2023-01-002-EPA**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **Three Million Eighty-Six Thousand Nine Hundred Forty-Eight Pesos Only**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

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. *[Select one, delete other/s]*

- a. 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.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

[Select one, delete the other/s]

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five years (2018, 2019, 2020, 2021, 2022)** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in 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**.

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.

- 14.2. The Bid and bid security shall be valid until **02 May 2023** or **One Hundred Twenty (120) calendar days from the Opening of Bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

However, as stated on the Section 4 of the GPPB Circular 06-2019, the PE may request the bidders to extend the validity of their bid securities beyond One Hundred Twenty (120) calendar days, prior to their expiration, if the funding source for the procurement project has yet to be approved and made effective.

A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.

If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by the said bidder.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

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	No further instructions.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</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 style="margin-left: 40px;">a. The amount of not less than PhP61,738.96 <i>[Indicate the amount equivalent 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 style="margin-left: 40px;">b. The amount of not less than PhP154,347.40 <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

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.

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. 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 <i>[indicate place of destination]</i>. 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 <i>[indicate name(s)]</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: <i>Select appropriate requirements and delete the rest.</i></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; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <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>

Spare Parts –

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

Select appropriate requirements and delete the rest.

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier

	<p>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><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months

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

Solicitation No. RSU-2023-01-002-EPA

ABC: PhP3,086,948.00

QTY: 24,531

Early Procurement of Office, ICT, and Janitorial Supplies for Romblon State University

UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
box	Ballpen, Black 12pc/box,0.5mm ballpoint	86	
box	Ballpen, Blue 12pc/box, 0.5mm ballpoint	72	
box	Ballpen, Red 12pc/box, 0.5mm ballpoint	42	
tube	Ballpen,0.5mm ballpoint (Blue) (50 pieces/tube)	6	
tube	Ballpen,0.5mm ballpoint (red) (50 pieces/tube)	5	
tube	Ballpen,0.5mm ballpoint, (Black) (50 pieces/tube)	16	
pc	Battery, size AA, dry cell	180	
pc	Battery, size AAA, dry cell	280	
pc	Calculator, 14 digits	8	
pc	Calculator, Compact 12 digits Two-way power	20	
box	Carbon Paper, Permafilm Long	1	
pack	Cartolina, 100pc, Light Blue	2	
pack	Cartolina, 100pc, Light Green	2	
pack	Cartolina, 100pc, Light Orange	2	
pack	Cartolina, 100pc, Sky Blue	2	
pack	Cartolina, 100pc, White	4	
pack	Cartolina, 100pc, Yellow Gold	2	
pack	Cartolina, Assorted (100pc/pack)	2	
pc	Catalog Envelope 9*6 inches	21	
pc	CD recordable	30	
pc	CD rewritable	30	
roll	Celluloid Plastic Cover, 50 meters/roll, G4	2	
pc	Certificate holder, legal size, Green & Black	246	
pc	Certificate holder, letter size, Green and Black	364	
pc	Certificate holder, A4 size, Green and Black	10	
box	Chalk, dustless 100pc/box	12	

pc	Class Record 30lvs 5 1/2" x 11"	118	
pc	Clearbooks, Organizer, 20 Transparent Pockets,Legal size	200	
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	115	
box	Clip, Binder, backfold, 2", 12pcs/box	174	
box	Clip, Binder,backfold 1", 12 pcs/box	61	
box	Clip, Binder,backfold 1/2" 12 pcs/box	20	
box	Clip, Binder,backfold 1-5/8" 12 pcs/box	82	
box	Clip, Binder,backfold 3/4" 12 pcs/box	27	
ream	Neon Colored Paper, Legal size	17	
ream	Neon Colored Paper, Letter size	16	
pc	Cork Board, Wooden Frame (120cm x 80cm)	2	
box	Correction tape (5mm x12m) (24pc/box)	43	
pc	Cutter 6" Heavy Duty for paper w/ lock	45	
pc	Data File Box,made of chip board w/ closed ends 5"x9"x 15 3/4	340	
pc	Dating and Stamping Machine (Self-ink date) approved and received	5	
pc	Document Envelope, Long	600	
pc	Document Envelope, short	300	
pc	Documentary Tray, 2 layers Legal Size, Aluminum	5	
pc	Documentary Tray, 3 Layer, Legal size	25	
pc	Documentary Tray, 3 Layer, Letter size	3	
pc	DVD, rewritable w/ case	20	
box	Envelope Mailing, Letter 80gsm 500pc/box	3	
box	Envelope Mailing, Long 80gsm 500pc/box	7	
pc	Envelope, Brown Legal size	8256	
pc	Envelope, Brown Letter size	4636	
pc	Eraser, felt for Blackboard or Whiteboard	186	
pc	Expanded Envelope. Legal, with Garter	802	
pc	Expanded Envelope, Letter, with Garter	30	
pc	File Arch w/ lever arm 2-ring, D-Type (2.5", Legal size, Black)	100	
pc	File Arch w/ lever arm 3-ring, D-type (2.5") Legal size	10	
pc	File Binder 3", Legal ,Horizontal with Top Mechanism	95	
pc	File Box, made of chipboard single leaf	64	

pc	File Folder Document Storage Folder Documents Holder Lever Arch, Long (8.5x13) Box Metal Ring	12	
dozen	Filler, G tech C4, Pilot, Black	4	
box	Folder Tag Board, White for Legal Size Documents, 5packs/box	1	
box	Folder Tag Board, White for Letter Size Documents, 5 packs/box	1	
pc	Folder, Letter Brown	100	
pc	Folder, Long Brown	100	
pack	Folder, white 14 pts. 9" x 11.5", Letter, 100pcs/pack	25	
pack	Folder, white 14 pts. 9" x 14.5", Legal, 100pcs/pack	54	
pc	Glue Gun, Full sized	17	
pc	Glue Multi Purpose 473ml, White	59	
pc	Glue, Multi Purpose 130g, White	170	
pc	Illustration Board, Double Face 30"x 40"	10	
box	Index Tab, Self Adhesive Clear, Letter Tab, 5set/box	10	
btl	Ink White board marker, 30ml, black	6	
btl	Ink White board marker, 30ml, blue	2	
btl	Ink Permanent marker, 30ml, black	2	
btl	Ink, Stamp pad, Black, 50ml	1	
btl	Ink, Stamp pad, Blue, 50ml	3	
btl	Ink, Stamp pad, Red, 50ml	1	
pack	Laminating film (long, 222mm x 337mm) 250mic	10	
pack	Laminating film, A4 125 microns (100 pcs/pack)	2	
pack	Laminating film, Legal size	1	
pack	Laminating film, Letter size	1	
roll	Laminating film, (6inchesx100m) 125mic	1	
pc	Magazine File Holder A4 Black (single)	20	
pc	Manila Paper	200	
btl	Marker Liquid Ink, Black	24	
btl	Marker Liquid Ink, Blue	12	
btl	Marker Liquid Ink, Red	12	
box	Marker, Permanent ,Felt Tip, Bullet Type (Black)	15	
box	Marker, Permanent ,Felt Tip, Bullet Type (Blue)	5	
box	Marker, Permanent ,Felt Tip, Bullet Type (Red)	5	

pc	Marker, Permanent ,Refillable (Black) Fine	34	
box	Marker, Permanent, Refillable, Broad (Black)	21	
box	Marker, Permanent, Refillable, Broad (Blue)	9	
box	Marker, Permanent, Refillable, Broad (Red)	1	
pc	Marker, White Board ,Felt Tip, Bullet Type (Black)	29	
pc	Marker, White Board ,Felt Tip, Bullet Type (Blue)	5	
pc	Marker, White Board ,Felt Tip, Bullet Type (Red)	5	
box	Marker, White Board Refillable Broad (Black)	30	
box	Marker, White Board Refillable Broad (Blue)	1	
box	Marker, White Board Refillable Broad (Red)	2	
pc	Marker, White Board Refillable Round tip (Black)	47	
pc	Marker, White Board Refillable Round tip (Blue)	10	
pc	Office Paper Cutter Wood, Legal/A4 size	3	
box	Paper Clip, Big 50mm, Vinyl Coated	209	
box	Paper Clip, Small 28mm Vinyl Coated	132	
box	Paper Fastener, Plastic Coated 50 sets/ box	202	
box	Paper Highlighter/Marker, Assorted	23	
box	Paper Highlighter/Marker, Green (12pc)	2	
box	Paper Highlighter/Marker, Pink (12pc)	1	
box	Paper Highlighter/Marker, Violet(12pc)	1	
box	Paper Highlighter/Marker, Yellow	8	
pack	Paper Sticker, A4, Matte 10sheets/pack	62	
ream	Paper, Bond A3 Size, 70gsm, Ultra White	3	
ream	Paper, Bond A4 Size 210mm x 297mm, 70gsm, Ultra White	238	
box	Paper, Bond, A4 size, 80gsm, 5 reams/box	8	
box	Paper, Bond, Legal size, 80gsm, 5 reams/box	20	
box	Paper, Bond, Letter size, 80gsm, 5 reams/box	20	
box	Paper, Bond, 8.5 x 11, Letter Size, subs 20 Ultra White, 5 reams/box	25	
box	Paper, Bond, 8.5 x 13, Legal Size, subs 20 Ultra White, 5 reams/box	275	
ream	Paper, Book 8 1/2 x 11, s-20, 70 gsm	20	
ream	Paper, Book 8 1/2 x 13, s-20, 70 gsm	20	
btl	Paste with Spreader	5	

box	Pencil #2 with eraser 12pcs/box	82	
pc	Personalized Rubber Stamp	5	
pack	Photo Paper Glossy, Double Sided A4, 300gsm (50sheet/pack)	3	
pack	Photo Paper High Glossy, Double Sided A4, 120gsm (50sheet/pack)	3	
pack	Photo Sticker Paper Glossy A4 (20pc/pack)	5	
pack	Photopaper, Glossy A4 size220 gsm (10pcs/pack)	26	
pack	Photopaper, High Glossy A4 135gsm (100 sheets/pack)	2	
pack	Photopaper, RC Woven,Satin, 260gsm A4 Size(20 sheets/pack)	115	
pack	PVC Binding Film, (Acetate/PVC) Legal Size	23	
pack	PVC Binding Film, (Acetate/PVC) Letter Size	11	
pack	PVC Binding Film, (Acetate/PVC) A4 Size	12	
pc	Puncher Heavy Duty	7	
box	Pushpin Flat head, 100pcs/box	18	
pc	Record Book (150lys)	6	
pc	Record Book 300 pages, size 214mm x 278mm	43	
pc	Record Book 500 pages	16	
pair	Scissor 6", Large Size	34	
roll	Scotch Tape, White (2")	20	
pc	Sharpener, Single Cutterhead, Heavy Duty	13	
box	Sign pen - Hi-Techpoint V5 - MyGel (Black),12pcs/box	6	
box	Sign pen - Hi-Techpoint V5 - MyGel (Blue),12pcs/box	17	
box	Sign Pen, High Tech V5, Black,12 pcs/box	31	
box	Sign Pen, High Tech V5, Blue, 12 pcs/box	32	
box	Sign Pen, High Tech V5, Green, 12pcs/box	2	
box	Sign Pen, High Tech V5, Red, 12pcs/box	2	
pack	Specialty Board GSM 180, White (Long),10sheets/pack	36	
pack	Specialty Board Paper, A4 size (10sheets),220gsm	120	
pack	Specialty Board Paper, Legal size (10sheets)220gsm	230	
pack	Specialty Board Paper, Legal size (10sheets), Green	5	
pack	Specialty Board Paper, Letter size (10sheets),220gsm	165	
pack	Specialty Board Paper, Letter size (10sheets), Green	10	
pack	Specialty Paper White 200 gsm (8.5" x 13")	100	

pc	Spiral, Plastic (Ring Binder) 1 1/2"	15	
pc	Spiral, Plastic (Ring Binder) 1"	63	
pc	Spiral, Plastic (Ring Binder) 1/2"	68	
pc	Spiral, Plastic (Ring Binder) 1/4"	63	
pc	Spiral, Plastic (Ring Binder) 2"	60	
pc	Spiral, Plastic (Ring Binder) 1/8"	10	
pc	Stamp Pad	13	
btl	Stamp Pad Ink, Blue 30ml	18	
btl	Stamp Pad Ink, Purple/Violet 30ml	10	
btl	Stamp Pad Ink, Purple/Violet 50ml	7	
pc	Stapler w/ staple wire remover	39	
box	Staple wire #35 5,000pcs	70	
pad	Sticky Note Pad-1 1/2" x 2" (assorted colors)	99	
pad	Sticky Note Pad-3" x3" (assorted colors)	126	
pc	Storage Document Office Box 9.5 inch x 10 inch x 15 inch HXWKL (black)	10	
pc	Tape Dispenser, Heavy Duty for 1" Tape	4	
pc	Tape Dispenser, Heavy Duty for 2" Tape	6	
roll	Tape, Double sided 24mm (1")	155	
roll	Tape, Double sided 24mm, w/ foam big	13	
roll	Tape, Double sided 48mm (2")	94	
roll	Tape, Packaging 24mm(1"), width, usable length 50m	1	
roll	Tape, Packaging 48mm(2"), width, usable length 50m	36	
roll	Tape, Masking 24mm(1") width, usable length 50m	31	
roll	Tape,Masking 48mm(2") width, usable length 50m	36	
roll	Tape,Transparent 24mm(1") width, usable length 50m	76	
roll	Tape,Transparent 48mm(2") width, usable length 50m	80	
box	Thumbtacks No. 153, 20g	23	
pc	White board 35*60cm	5	
pc	White Board with aluminum frame, erase holder and hook holder, 4'x8'	2	
pc	White Glue 240 ml	2	
pc	Arch File , Legal Size (Black) , 2 covers: Arlin (semi-rough texture) and Buffalo Skin (smooth)	50	
pc	Magazine File Holder Desk Organizer (single) for Lever Arch File Storage Rack, color black and blue,with pocket label and finger ring, legal size	35	

pc	Magazine File Holder Desk Organizer (double) for Lever Arch File Storage Rack, color black and blue, with pocket label and finger ring, legal size	25	
pc	Professional Journals	10	
pc	Instant Glue, 3gms	10	
ream	Neon Colored Paper, Legal size (3Y,3O,3Green,3 Pink)	12	
pc	Certificate Holder with Wood Frame, A4 Size	10	
pc	Acrylic Suggestion Box 8x5x8 inches, 3mm thickness	1	
pack	Sticker, Vinyl, Gloss, 3.5ftx164ft, 200gsm	10	
pack	Sticker, Vinyl, Matte, 3.5ftx164ft, 200gsm	10	
pack	Sticker, Vinyl, Clear, 4.5ftx164ft, 200gsm	5	
pack	Sticker, Satin Paper, 42inchesx600m, 200gsm	1	
pc	Bulb, LED, 10 watts	50	
pc	Bulb, LED, 13 watts	6	
btl	Ink for Printer (Black) HP Smart Tank 515	6	
btl	Ink for Printer(Cyan) HP Smart Tank 515	6	
btl	Ink for Printer(Magenta) HP Smart Tank 515	6	
btl	Ink for Printer(Yellow) HP Smart Tank 515	6	
btl	Ink for Printer (Black) Epson L5190	5	
btl	Ink for Printer(Cyan) Epson L5190	5	
btl	Ink for Printer(Magenta) Epson L5190	5	
btl	Ink for Printer(Yellow) Epson L5190	5	
btl	Ink for Printer (Black),Liters	15	
pc	SSD 480GB 25" SATA GP-GSTFS 3148GND	4	
btl	Ink for Printer (Black) Universal, 1Liter, Refill	26	
btl	Ink for Printer (Yellow) Universal, 1Liter, Refill	16	
btl	Ink for Printer (Magenta) Universal, 1Liter, Refill	16	
btl	Ink for Printer (Cyan) Universal, 1Liter, Refill	16	
btl	Ink for Printer Epson, Genuine (Black),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Cyan),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Magenta),70ml/bottle	24	
btl	Ink for Printer Epson, Genuine (Yellow),70ml/bottle	24	
btl	Ink for Epson (L3110) Printer, Black 65ml	10	
btl	Ink for Epson (L3110) Printer, Cyan 65ml	3	

btl	Ink for Epson (L3110) Printer, Magenta 65ml	3	
btl	Ink for Epson (L3110) Printer, Yellow 65ml	3	
btl	Computer Ink, Brother, BT5000 Cyan	15	
btl	Computer Ink, Brother, BT5000 Magenta	15	
btl	Computer Ink, Brother, BT5000 Yellow	15	
btl	Computer Ink, Brother, BT6000 Black	15	
btl	Computer Ink, Canon G2010 Black, 135ml	4	
btl	Computer Ink, Canon G2010 Cyan, 70ml	4	
btl	Computer Ink, Canon G2010 Magenta, 70ml	4	
btl	Computer Ink, Canon G2010 Yellow, 70ml	4	
btl	Computer Ink, Epson No. 003, Black, 70ml	45	
btl	Computer Ink, Epson No. 003, Cyan, 70ml	30	
btl	Computer Ink, Epson No. 003, Magenta, 70ml	30	
btl	Computer Ink, Epson No. 003, Yellow, 70ml	30	
btl	Computer Ink, Epson No. T6641, Black, 70ml	40	
btl	Computer Ink, Epson No. T6642, Magenta, 70ml	25	
btl	Computer Ink, Epson No. T6643, Cyan, 70ml	25	
btl	Computer Ink, Epson No. T6644, Yellow, 70ml	25	
btl	Computer Ink, Epson L3150,Black, 70ml	10	
btl	Computer Ink, Epson L3150,Magenta, 70ml	10	
btl	Computer Ink, Epson L3150,Cyan, 70ml	10	
btl	Computer Ink, Epson L3150,Yellow, 70ml	10	
btl	Computer Ink, HP GT51XL, Black	4	
btl	Computer Ink, HP GT52, Cyan	4	
btl	Computer Ink, HP GT52, Magenta	4	
btl	Computer Ink, HP GT52, Yellow	4	
pc	Flash Drive, 64GB	5	
set	Ink for Epson L6170, Genuine (CMYB)	5	
set	Ink for Epson L15150, Genuine,(CMYB)	5	
pc	Mouse, Wireless	3	
btl	Ink for Printer, Epson Genuine(Black) / 1 Liter	2	
btl	Ink for Printer, Epson Genuine(Cyan) / 1 Liter	1	

btl	Ink for Printer, Epson Genuine(Magenta) / 1 Liter	1	
btl	Ink for Printer, Epson Genuine(Yellow) / 1 Liter	1	
pc	Ink, Latex,831b,775ml, Magenta	4	
pc	Ink, Latex,831b,775ml, Light Magenta	4	
pc	Ink, Latex,831b,775ml, Light Cyan	4	
pc	Ink, Latex,831b,775ml, Cyan	4	
pc	Optimizer, 831b,775ml	4	
pc	Ink, Latex,831b,775ml, Yellow	4	
pc	Ink, Latex,831b,775ml, Black	4	
set	Printhead,Latex, Cyan/Black, CZ677A	2	
set	Printhead,Latex, Yellow/Magenta, CZ678A	2	
set	Printhead,Latex, Magenta/Light Cyan, CZ679A	2	
set	Printhead,Latex, Optimizer, CZ680A	4	
can	Air freshener 200ml	31	
pc	Antibacterial Hand soap, Regular size	104	
bar	Detergent Bar Soap	25	
dozen	Detergent Powder, 110g	5	
btl	Dishwashing liquid 500ml	35	
can	Disinfectant Spray 510grams net content	41	
pc	Doormat, cotton, Black/Gray color	24	
btl	Hand Soap liquid 500ml	26	
pack	Tissue 3 ply ,12rolls/pack, 100% Virgin Pulp	131	
pc	Toilet deodorizer 50g	63	
pack	Detergent Soap Powder 1kg	27	
btl	Toilet Bowl and Urinal Cleaner 1000ml	60	
btl	70% Isoprophyl Alcohol 500 ml	32	
gal	70% Isoprophyl Alcohol	23	
pc	Floor mop w/ mop wringler, tornado 360	6	
pc	Toilet bowl brush	13	
can	Multi-Insect Killer, 500ml	18	
roll	Garbage Bag,. 10pcs/roll, Large Size	79	
roll	Garbage Bag,. 10pcs/roll, X-Large Size	8	

kilo	Rags, All Cotton	16	
can	Air freshener, Sray, 320ml	10	
pc	Air Freshener, Scented Gel, 180g	10	
pc	Antibacterial Bar soap, Regular size	5	
gal	Bleach (disinfectant) 1 gallon	18	
btl	Dishwashing liquid 1000ml	25	
box	Tissue Paper (box)	12	
btl	Muriatic Acid 1 liter	6	
pc	Scrub Sponge 75mmx75mmx30mm Heavy Duty	20	
pc	Premium Utility Pail	6	
pc	Pail Big (300 Liters)	2	
pc	Plastic Dustpan (Medium Size)	2	
pc	Trash Bin with Pedal 7L	2	
pc	Dipper (Big)	2	
pc	Alcohol Non-Contact Dispenser	2	
pc	Alcohol Isopropyl w/ spray, 300ml, total defense 5-in-1	8	
pc	Multi-purpose cleaner	10	
pc	Detergent Powder 4000g/bag	10	
pc	Glass Cleaning Solution	2	
pc	Hand Sanitizer, w/ moisturizer, 500ml	30	
pc	Rotatable Scraper/Mop Broom for Glass windows	4	
pc	Mop w/ Bucket Cutting Squeeze for Wash Floor	2	
TOTAL		24,531	

Name and signature of the
Bidder/Authorized Representative

Name of the company

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. 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

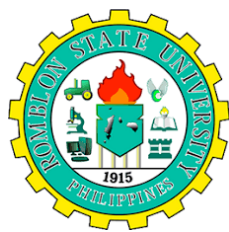
- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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.

25 FINANCIAL COMPONENT ENVELOPE

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



Romblon State University