

Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Supply and Delivery of Office and Janitorial Supplies for Romblon State University

Solicitation No: RSU-2024-04-035
Source of Fund: 164
Total ABC: PhP1,980,491.20

Pre –Bid Conference : 10 May 2024 (11:00 AM)

Submission of Bid Docs : On or Before 22 May 2024 (9:00 AM)

Opening of Bid Docs : 22 May 2024 (9:00 AM)

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

PHILIPPINE BIDDING DOCUMENTS
Procurement of GOODS
Government of the Republic of the Philippines

Sixth Edition
July 2020

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described,

detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiangan, Romblon 5505
Telephone: (042) 567-5952
Email: bac@rsu.edu.ph
Website: rsu.edu.ph



INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES FOR ROMBLON STATE UNIVERSITY (ABC: PhP1,980,491.20)

1. The **Romblon State University**, through **Fund 164 (2024)** intends to apply the sum of **One Million, Nine Hundred Eighty Thousand, Four Hundred Ninety-One Pesos and Twenty Centavos Only (PhP1,980,491.20)** being the ABC to payments under the contract for **RSU-2024-04-035**. 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 (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) 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 **03 May 2024** until before the opening of bids from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of 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 **11:00 AM, 10 May 2024 at BAC Office, Community Outreach Center, Romblon State University** 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 on or before **9:00 AM, 22 May 2024**. 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 **9:00 AM, 22 May 2024** 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.

The bidder/s must submit one (1) original hard copy, and three (3) true copies of the bidding documents.

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. 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.
12. For further information, please refer to:

MS. VEE F. FRANCISCO
Head, BAC Secretariat
Romblon State University, Odiongan, Romblon 5505
Email Address: bacrsu2016@gmail.com
Cellphone No.: 09398173816
Website: www.rsu.edu.ph

13. You may visit the following websites:

For downloading of Bidding Documents:
www.rsu.edu.ph
<https://notices.philgeps.gov.ph/>

03 May 2024

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

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Romblon State University**, wishes to receive Bids for the **Supply and Delivery of Office and Janitorial Supplies for Romblon State University (ABC: PhP1,980,491.20)**, with identification number **RSU-2024-04-035**.

The Procurement Project (referred to herein as “Project”) is composed of two (2) units, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Fiscal Year 2024** in the amount of **One Million, Nine Hundred Eighty Thousand, Four Hundred Ninety-One Pesos and Twenty Centavos Only** (PhP1,980,491.20).

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.

- 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.
- 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:
 - 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.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **18 September 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. Supply and Delivery of Office, and Janitorial Supplies.</p> <p style="padding-left: 40px;">b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Romblon State University-Main Campus, Odiongan, Romblon 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="padding-left: 40px;">a. The amount of not less than <u>PhP39,609.82</u> <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="padding-left: 40px;">b. The amount of not less than <u>PhP99,024.56</u> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
20.2	N/A
21.2	N/A

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to Romblon State University-Main Campus, Odiongan, Romblon. 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 the Head of the SPMO.</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; 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. <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>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

	<ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> 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. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</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	<p>The inspection/s and/or test/s that will be conducted is/are: A. Quality Checking</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
1	Ballpen, Black 12 pc/box,0.5mm ballpoint	40	40	
2	Ballpen, Blue 12 pc/box, 0.5mm ballpoint	40	40	
3	Battery, size AA, dry cell	20	20	
4	Battery, size AAA, dry cell	20	20	
5	Calculator, 16 Digits (Scientific)	3	3	
6	Calculator, Compact 12 digits Two-way power	10	10	
7	Cartolina, Assorted (100pc/pack)	3	3	
8	Cartolina, Green (100pc/pack)	1	1	
9	Cartolina, Pink (100pc/pack)	1	1	
10	Cartolina, Red (100pc/pack)	1	1	
11	CD-RW, 50 Pcs per Shrink Wrap	2	2	
12	CD-RW with Case	20	20	
13	Certificate Holder 8.5"x13" , Legal size	100	100	
14	Certificate Holder, 8.5" x 11", Letter Size,	100	100	
15	Certificate Holder, A4 Size	100	100	
16	Class Record 30lvs 5 1/2" x 11"	40	40	
17	Clip, Binder, Backfold, 1", 12pcs/box	25	25	
18	Clip, Binder, Backfold, 1-1/4", 12pcs/box	25	25	
19	Clip, Binder, Backfold, 2", 12pcs/box	25	25	
20	Clip, Binder, Backfold 1-5/8" 12 pcs/box	25	25	
21	Correction tape (5mm x12m) (24pc/box)	5	5	
22	Cutter 6" Heavy Duty for paper w/ lock	15	15	
23	File Box, Made of Chipboard, Single Leaf	20	20	
24	Digital Timer Material: Plastic Powered by: AAA battery Color: black Size: 78x73x25mm/3.07x2.87x0.99 LCD: 60x2833/2.36x1.10 Please see attached picture	10	10	
25	Document Tray 3 Layer Legal Size	10	10	
26	Dustless Chalk, 100pc/box	10	10	
27	Envelope Mailing, Letter 80gsm 100 pc/box	10	10	
28	Envelope Mailing, Long 80gsm 100 pc/box	10	10	
29	Envelope, brown Legal size (100pcs/pack)	20	20	
30	Envelope, brown Letter size (100pcs/pack)	10	10	

31	Eraser, for Pencil, 1.5 × 2 × 4 cm	30	30	
32	Expanded Envelope. Legal, with Garter, 100 pcs/pack	2	2	
33	Expanded Folder, Legal Size, 100pcs/pack	1	1	
34	Expanded Folder, Letter Size, 100pcs/pack	1	1	
35	Folder, Sliding, Morocco, Legal Size	50	50	
36	Folder, Sliding, Morocco, Letter Size	50	50	
37	Folder, White 14 pts. 9" x 14.5", legal, 100 pc/pack	40	40	
38	Glue, Multi-Purpose 473mL, white	10	10	
39	Glue, Multi-Purpose 130g, White	30	30	
40	Index Tab, Self-Adhesive, Clear (Letter Tab) 5 sets/box	10	10	
41	Ink for Printer (Black) Universal, 1Liter, Refill	25	25	
42	Ink for Printer (Cyan) Universal, 1Liter, Refill	20	20	
43	Ink for Printer (Magenta) Universal, 1Liter, Refill	20	20	
44	Ink for Printer (Yellow) Universal, 1Liter, Refill	20	20	
45	Ink for Printer Canon, Black (IP2770-PG 810)	3	3	
46	Ink for Printer Canon, Cyan (IP2770-PG 810)	2	2	
47	Ink for Printer Canon, Magenta (IP2770-PG 810)	2	2	
48	Ink for Printer Canon, Yellow (IP2770-PG 810)	2	2	
49	Ink for Printer Epson 001, (Black),127ml/bottle	20	20	
50	Ink for Printer Epson 001, (Cyan),70ml/bottle	20	20	
51	Ink for Printer Epson 001, (Magenta),70ml/bottle	20	20	
52	Ink for Printer Epson 001, (Yellow),70ml/bottle	20	20	
53	Ink for Printer Epson 003, (Black),65ml/bottle	20	20	
54	Ink for Printer Epson 003, (Cyan),65ml/bottle	20	20	
55	Ink for Printer Epson 003, (Magenta),65ml/bottle	20	20	
56	Ink for Printer Epson 003, (Yellow),65ml/bottle	20	20	
57	Ink for Printer Epson, 008 (Black),127ml/bottle	20	20	
58	Ink for Printer Epson, 008 (Cyan),70ml/bottle	20	20	
59	Ink for Printer Epson, 008 (Magenta),70ml/bottle	20	20	
60	Ink for Printer Epson, 008 (Yellow),70ml/bottle	20	20	

61	Ink for Stamp Pad, Purple 50ml	10	10	
62	Ink White board marker, 25ml, black	20	20	
63	Ink White board marker, 25ml, blue	20	20	
64	Laminating film, Legal size	15	15	
65	Laminating film, Letter size	10	10	
66	File Arch w/ lever arm 76mmx230mmx380mm, Legal size	150	150	
67	Marker Permanent, Refillable (Black) Fine, 12pcs/box	10	10	
68	Marker Permanent, Refillable (Blue) Fine, 12pcs/box	10	10	
69	Marker Permanent, Refillable (Black) Broad, 12pcs/box	10	10	
70	Marker, White Board Refillable Broad (Black) 12pcs/box	10	10	
71	Marker, White Board Refillable Broad (Blue) 12pcs/box	10	10	
72	Neon Colored Paper, Assorted Color, Legal size 250pc	10	10	
73	Neon Colored Paper, Assorted Color, Letter size 250pcs/ream	5	5	
74	Paper bond, 8.5"x11", Letter Size, (subs 20) Ultra White, 5 reams/box	200	200	
75	Paper bond, 8.5"x13", Legal Size, (subs 20) Ultra White, 5 reams/box	300	300	
76	Paper Clip big, 50mm vinyl coated 100 pcs/box	100	100	
77	Paper Clip small 28mm vinyl coated 100 pcs/box	100	100	
78	Paper Cups (Small), 50pcs/pack	20	20	
79	Paper Cutter 18 inches x 15 inches Metal Base Trimmer (heavy duty)	1	1	
80	Paper Fastener, Plastic Coated 50 sets/ box	30	30	
81	Paper Highlighter/Marker, Assorted, 12pcs/box	10	10	
82	Paper, Mimeo, Whitewove, Legal Size	100	100	
83	Paper, Mimeo, Whitewove, Letter Size	30	30	
84	Paper, Sticker, A4, Matte 10 sheet/pack	60	60	
85	Paper, Sticker, A4, Glossy 10sheets/ pack	60	60	
86	Paste with Spreader, 200g	15	15	
87	Pencil #2 with eraser 12 pcs	40	40	
88	Photopaper, Glossy A4 size,220 gsm (10 pc/pack)	50	50	
89	Photopaper, RC Woven, Satin, 260gsm A4 Size(20 sheet/pack)	50	50	
90	Plastic Ring Binder Manual Machine, Plastic Comb, Clamp Strap, Maximum: 25 Sheets (80g paper) per manual punch (Heavy duty) Please see attached picture	1	1	
91	Puncher, 2 hole (heavy duty)	10	10	
92	Pushpin Flat head, 100 pcs/box	30	30	

93	PVC Binding Film, (Acetate/PVC) Legal Size, 217x331mm, mic. 300, 100pcs/ream	30	30	
94	PVC Binding Film, (Acetate/PVC) Letter Size, 217x331mm, mic. 300, 100pcs/ream	10	10	
95	Record Book , 7" x 11", (300 leaves)	30	30	
96	Ruler Plastic, 12" (Clear)	20	20	
97	Scissor 6", Large Size	20	20	
98	Sharpener, Single Cutterhead, Heavy Duty	5	5	
99	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	50	50	
100	Specialty Board Paper 8.5"x11" Letter size, 220 gsm, white (10sheets/pack)	50	50	
101	Specialty Board Paper 8.5"x13" Legal size, 220 gsm, white (10sheets/pack)	50	50	
102	Specialty Board Paper, A4 size (10 sheet/pack),220gsm	50	50	
103	Specialty Board Paper, Letter Size (10 Sheets/pack) - cream	30	30	
104	Specialty Board Paper, Legal Size (10 Sheets/pack) - green	20	20	
105	Specialty Paper Legal size, white (10sheets/pack)	50	50	
106	Specialty Paper Letter size, white (10sheets/pack)	50	50	
107	Spiral, Plastic (Ring Binder) 1 1/2"	50	50	
108	Spiral, Plastic (Ring Binder) 1/2"	50	50	
109	Spiral, Plastic (Ring Binder) 1 1/4"	50	50	
110	Spiral, Plastic (Ring Binder) 1"	50	50	
111	Spiral, Plastic (Ring Binder) 2"	50	50	
112	Stapler w/ staple wire remover	20	20	
113	Stick Glue, Big	20	20	
114	Sticky Note Pad-1 1/2" x 2" (assorted colors)	40	40	
115	Sticky Note Pad-2" x2" (assorted colors)	40	40	
116	Sticky Note Pad-3" x 3" (assorted colors)	40	40	
117	Storage Corrugated/Carton Box L 15" x W 12" x H 10"	50	50	
118	Tape Dispenser, Heavy Duty for 1 inch tape	5	5	
119	Tape, Double Sided, 24mm (1"), width, usable length 50m	30	30	
120	Tape, Double Sided, 48mm (2"), width, usable length 50m	30	30	
121	Tape, Masking 24mm (1") width, usable length 50m	50	50	
122	Tape, Masking 48mm (2") width, usable length 50m	30	30	
123	Tape, Packaging 48mm (2"), width, usable length 50m	40	40	

124	Tape, Transparent 24mm (1") width, usable length 50m	100	100	
125	Tape, Transparent 48mm (2") width, usable length 50m	50	50	
126	Three-Tier Metal File Frame Magazine Organizer	5	5	
127	Thumbtacks No. 153, 20g	15	15	
128	Air freshener, Spray, 320ml	20	20	
129	Air Freshener, Scented Gel, 180g	20	20	
130	Disinfecting Bleach, gallon	10	10	
131	Broom Soft (Tambo) weight, 200g min tiger grass	10	10	
132	Broom Stick (Walis Ting-ting)	10	10	
133	Detergent Bar Soap	25	25	
134	Detergent Powder 1kl	10	10	
135	Disinfectant Spray, 510g	10	10	
136	Dishwashing Liquid 475ml	50	50	
137	Doormat, Cotton, Big, Rectangle	20	20	
138	Dust Pan, Plastic, Heavy duty	15	15	
139	Floor Mop with Mop Wringler, Tornado 360 degrees	7	7	
140	Garbage bags X-Large 10pcs/roll	50	50	
141	Garbage bags Large 10pcs/roll	50	50	
142	Glass and Home Window Wiper Cleaner Two-way	1	1	
143	Liquid Glass and multi- surface cleaner 500ml	1	1	
144	Multi-Insect Killer water base, 500ml	10	10	
145	Muriatic Acid 1lit	10	10	
146	High Quality Pail with Metal handle, 16 liters,	10	10	
147	Rags, (all cotton)	10	10	
148	Dishwashing Sponge	20	20	
149	Tissue, bathroom, 3 ply 12rolls/pack, 100% virgin pulp	50	50	
150	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	20	20	
151	Toilet Bowl Brush and holder set	20	20	
152	Toilet deodorizer 50g	50	50	
153	Trash Can, Big Size	10	10	
154	Bulb, LED 20 Watts	50	50	
155	Electric Wire, FC # 16	2	2	
156	Electrical Outlet with 3 Socket	10	10	
157	Electrical Plug	10	10	
158	Electrical Switch	30	30	
159	Tape, Electrical 1" Big Roll	10	10	
160	Heavy Duty Padlock, 50mm	2	2	
161	Axe (Heavy Duty) 700mm length, 1250g Please see attached picture	15	15	
162	Bolo/Itak (Cutting Tools) 50cm long, with wooden scabbard Please see attached picture	15	15	
163	Safety Rescue Utility Rope (50meters)	1	1	

	Please see attached picture			
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Section VII. Technical Specifications

TECHNICAL SPECIFICATIONS

Solicitation No. RSU-2024-04-035

ABC: PhP1,980,491.20

Supply and Delivery of Office and Janitorial Supplies for Romblon State University

Item	Specification	Statement of Compliance ¹
1	Ballpen, Black 12 pc/box,0.5mm ballpoint	
2	Ballpen, Blue 12 pc/box, 0.5mm ballpoint	
3	Battery, size AA, dry cell	
4	Battery, size AAA, dry cell	
5	Calculator, 16 Digits (Scientific)	
6	Calculator, Compact 12 digits Two-way power	
7	Cartolina, Assorted (100pc/pack)	
8	Cartolina, Green (100pc/pack)	
9	Cartolina, Pink (100pc/pack)	
10	Cartolina, Red (100pc/pack)	
11	CD-RW, 50 Pcs per Shrink Wrap	
12	CD-RW with Case	
13	Certificate Holder 8.5"x13" , Legal size	
14	Certificate Holder, 8.5" x 11", Letter Size,	
15	Certificate Holder, A4 Size	
16	Class Record 30lvs 5 1/2" x 11"	
17	Clip, Binder, Backfold, 1", 12pcs/box	
18	Clip, Binder, Backfold, 1-1/4", 12pcs/box	
19	Clip, Binder, Backfold, 2", 12pcs/box	
20	Clip, Binder, Backfold 1-5/8" 12 pcs/box	
21	Correction tape (5mm x12m) (24pc/box)	
22	Cutter 6" Heavy Duty for paper w/ lock	
23	File Box, Made of Chipboard, Single Leaf	
24	Digital Timer Material: Plastic Powered by: AAA battery Color: black Size: 78x73x25mm/3.07x2.87x0.99 LCD: 60x2833/2.36x1.10 Please see attached picture	
25	Document Tray 3 Layer Legal Size	
26	Dustless Chalk, 100pc/box	
27	Envelope Mailing, Letter 80gsm 100 pc/box	
28	Envelope Mailing, Long 80gsm 100 pc/box	
29	Envelope, brown Legal size (100pcs/pack)	
30	Envelope, brown Letter size (100pcs/pack)	
31	Eraser, for Pencil, 1.5 × 2 × 4 cm	
32	Expanded Envelope. Legal, with Garter, 100 pcs/pack	
33	Expanded Folder, Legal Size, 100pcs/pack	
34	Expanded Folder, Letter Size, 100pcs/pack	

¹ [Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]

35	Folder, Sliding, Morocco, Legal Size	
36	Folder, Sliding, Morocco, Letter Size	
37	Folder, White 14 pts. 9" x 14.5", legal, 100 pc/pack	
38	Glue, Multi-Purpose 473mL, white	
39	Glue, Multi-Purpose 130g, White	
40	Index Tab, Self-Adhesive, Clear (Letter Tab) 5 sets/box	
41	Ink for Printer (Black) Universal, 1Liter, Refill	
42	Ink for Printer (Cyan) Universal, 1Liter, Refill	
43	Ink for Printer (Magenta) Universal, 1Liter, Refill	
44	Ink for Printer (Yellow) Universal, 1Liter, Refill	
45	Ink for Printer Canon, Black (IP2770-PG 810)	
46	Ink for Printer Canon, Cyan (IP2770-PG 810)	
47	Ink for Printer Canon, Magenta (IP2770-PG 810)	
48	Ink for Printer Canon, Yellow (IP2770-PG 810)	
49	Ink for Printer Epson 001, (Black),127ml/bottle	
50	Ink for Printer Epson 001, (Cyan),70ml/bottle	
51	Ink for Printer Epson 001, (Magenta),70ml/bottle	
52	Ink for Printer Epson 001, (Yellow),70ml/bottle	
53	Ink for Printer Epson 003, (Black),65ml/bottle	
54	Ink for Printer Epson 003, (Cyan),65ml/bottle	
55	Ink for Printer Epson 003, (Magenta),65ml/bottle	
56	Ink for Printer Epson 003, (Yellow),65ml/bottle	
57	Ink for Printer Epson, 008 (Black),127ml/bottle	
58	Ink for Printer Epson, 008 (Cyan),70ml/bottle	
59	Ink for Printer Epson, 008 (Magenta),70ml/bottle	
60	Ink for Printer Epson, 008 (Yellow),70ml/bottle	
61	Ink for Stamp Pad, Purple 50ml	
62	Ink White board marker, 25ml, black	
63	Ink White board marker, 25ml, blue	
64	Laminating film, Legal size	
65	Laminating film, Letter size	
66	File Arch w/ lever arm 76mmx230mmx380mm, Legal size	
67	Marker Permanent, Refillable (Black) Fine, 12pcs/box	
68	Marker Permanent, Refillable (Blue) Fine, 12pcs/box	
69	Marker Permanent, Refillable (Black) Broad, 12pcs/box	
70	Marker, White Board Refillable Broad (Black) 12pcs/box	
71	Marker, White Board Refillable Broad (Blue) 12pcs/box	
72	Neon Colored Paper, Assorted Color, Legal size 250pc	
73	Neon Colored Paper, Assorted Color, Letter size 250pcs/ream	
74	Paper bond, 8.5"x11", Letter Size, (subs 20) Ultra White, 5 reams/box	
75	Paper bond, 8.5"x13", Legal Size, (subs 20) Ultra White, 5 reams/box	
76	Paper Clip big, 50mm vinyl coated 100 pcs/box	
77	Paper Clip small 28mm vinyl coated 100 pcs/box	
78	Paper Cups (Small), 50pcs/pack	
79	Paper Cutter 18 inches x 15 inches Metal Base Trimmer (heavy duty)	
80	Paper Fastener, Plastic Coated 50 sets/ box	
81	Paper Highlighter/Marker, Assorted, 12pcs/box	
82	Paper, Mimeo, Whitewove, Legal Size	
83	Paper, Mimeo, Whitewove, Letter Size	
84	Paper, Sticker, A4, Matte 10 sheet/pack	
85	Paper, Sticker, A4, Glossy 10sheets/ pack	
86	Paste with Spreader, 200g	

87	Pencil #2 with eraser 12 pcs	
88	Photopaper, Glossy A4 size,220 gsm (10 pc/pack)	
89	Photopaper, RC Woven, Satin, 260gsm A4 Size(20 sheet/pack)	
90	Plastic Ring Binder Manual Machine, Plastic Comb, Clamp Strap, Maximum: 25 Sheets (80g paper) per manual punch (Heavy duty) Please see attached picture	
91	Puncher, 2 hole (heavy duty)	
92	Pushpin Flat head, 100 pcs/box	
93	PVC Binding Film, (Acetate/PVC) Legal Size, 217x331mm, mic. 300, 100pcs/ream	
94	PVC Binding Film, (Acetate/PVC) Letter Size, 217x331mm, mic. 300, 100pcs/ream	
95	Record Book , 7" x 11", (300 leaves)	
96	Ruler Plastic, 12" (Clear)	
97	Scissor 6", Large Size	
98	Sharpener, Single Cutterhead, Heavy Duty	
99	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	
100	Specialty Board Paper 8.5"x11" Letter size, 220 gsm, white (10sheets/pack)	
101	Specialty Board Paper 8.5"x13" Legal size, 220 gsm, white (10sheets/pack)	
102	Specialty Board Paper, A4 size (10 sheet/pack),220gsm	
103	Specialty Board Paper, Letter Size (10 Sheets/pack) - cream	
104	Specialty Board Paper, Legal Size (10 Sheets/pack) - green	
105	Specialty Paper Legal size, white (10sheets/pack)	
106	Specialty Paper Letter size, white (10sheets/pack)	
107	Spiral, Plastic (Ring Binder) 1 1/2"	
108	Spiral, Plastic (Ring Binder) 1/2"	
109	Spiral, Plastic (Ring Binder) 1 1/4"	
110	Spiral, Plastic (Ring Binder) 1"	
111	Spiral, Plastic (Ring Binder) 2"	
112	Stapler w/ staple wire remover	
113	Stick Glue, Big	
114	Sticky Note Pad-1 1/2" x 2" (assorted colors)	
115	Sticky Note Pad-2" x2" (assorted colors)	
116	Sticky Note Pad-3" x 3" (assorted colors)	
117	Storage Corrugated/Carton Box L 15" x W 12" x H 10"	
118	Tape Dispenser, Heavy Duty for 1 inch tape	
119	Tape, Double Sided, 24mm (1"), width, usable length 50m	
120	Tape, Double Sided, 48mm (2"), width, usable length 50m	
121	Tape, Masking 24mm (1") width, usable length 50m	
122	Tape, Masking 48mm (2") width, usable length 50m	
123	Tape, Packaging 48mm (2"), width, usable length 50m	
124	Tape, Transparent 24mm (1") width, usable length 50m	
125	Tape, Transparent 48mm (2") width, usable length 50m	
126	Three-Tier Metal File Frame Magazine Organizer	
127	Thumbtacks No. 153, 20g	
128	Air freshener, Spray, 320ml	
129	Air Freshener, Scented Gel, 180g	
130	Disinfecting Bleach, gallon	
131	Broom Soft (Tambo) weight, 200g min tiger grass	

132	Broom Stick (Walis Ting-ting)	
133	Detergent Bar Soap	
134	Detergent Powder 1kl	
135	Disinfectant Spray, 510g	
136	Dishwashing Liquid 475ml	
137	Doormat, Cotton, Big, Rectangle	
138	Dust Pan, Plastic, Heavy duty	
139	Floor Mop with Mop Wringer, Tornado 360 degrees	
140	Garbage bags X-Large 10pcs/roll	
141	Garbage bags Large 10pcs/roll	
142	Glass and Home Window Wiper Cleaner Two-way	
143	Liquid Glass and multi- surface cleaner 500ml	
144	Multi-Insect Killer water base, 500ml	
145	Muriatic Acid 1lit	
146	High Quality Pail with Metal handle,16 liters,	
147	Rags, (all cotton)	
148	Dishwashing Sponge	
149	Tissue, bathroom, 3 ply 12rolls/pack, 100% virgin pulp	
150	Toilet Bowl and Urinal Cleaner,900-1000ml cap	
151	Toilet Bowl Brush and holder set	
152	Toilet deodorizer 50g	
153	Trash Can, Big Size	
154	Bulb, LED 20 Watts	
155	Electric Wire, FC # 16	
156	Electrical Outlet with 3 Socket	
157	Electrical Plug	
158	Electrical Switch	
159	Tape, Electrical 1" Big Roll	
160	Heavy Duty Padlock, 50mm	
161	Axe (Heavy Duty) 700mm length, 1250g Please see attached picture	
162	Bolo/Itak (Cutting Tools) 50cm long, with wooden scabbard Please see attached picture	
163	Safety Rescue Utility Rope (50meters) Please see attached picture	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



Romblon State University

Forms

Procuring Entity:
Name of the Project:
Location of the Project:

List of all Ongoing Government and Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/Location Project Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Procuring Entity:
Name of the Project:
Location of the Project:

Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Price Schedule for Goods Offered from Within the Philippines
[Shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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