



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Early Procurement for the Supply and Delivery of Various Office and Janitorial Supplies and Materials, and Office and ICT Equipment for Romblon State University

Solicitation No: RSU-2025-01-001-EPA
Source of Fund: 101
Total ABC: PhP3,541,046.00

Pre –Bid Conference : 26 November 2024 (9:00 AM)

Submission of Bid Docs : On or Before 09 December 2024 (11:00 AM)

Opening of Bid Docs : 09 December 2024 (11:00 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

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.



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

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



INVITATION TO BID FOR EARLY PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES AND MATERIALS, AND OFFICE AND ICT EQUIPMENT FOR ROMBLON STATE UNIVERSITY (ABC: PHP3,541,046.00)

1. The **Romblon State University**, through **Fund 101 (2025)** intends to apply the sum of **Three Million, Five Hundred Forty-One Thousand, Forty-Six Pesos Only (PhP3,541,046.00)** being the ABC to payments under the contract for **RSU-2025-01-001-EPA**, the “**Early Procurement for the Supply and Delivery of Various Office and Janitorial Supplies and Materials, and Office and ICT Equipment for Romblon State University.**”
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 **19 November 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 Conference¹ on **26 November 2024, 9:00 AM 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 **11:00 AM, 09 December 2024**. Late bids shall not be accepted.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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 **11:00 AM, 09 December 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 four (4) 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. 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
14. 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.
15. 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.

16. For further information, please refer to:

MS. VEE F. FRANCISCO

Head, BAC Secretariat

Romblon State University, Odiongan, Romblon 5505

Email Address: bac@rsu.edu.ph

Cellphone No.: 09398173816

Website: www.rsu.edu.ph

17. You may visit the following websites:

For downloading of Bidding Documents:

www.rsu.edu.ph

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

19 November 2024

(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 for the Supply and Delivery of Various Office and Janitorial Supplies and Materials, and Office and ICT Equipment for Romblon State University (ABC: PhP3,566,658.00)**, with identification number **RSU-2025-01-001-EPA**.

The Procurement Project (referred to herein as “Project”) is composed of twelve thousand, four hundred eighty-five (12,485) items, 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 2025** in the amount of **Three Million, Five Hundred Sixty-Six Thousand, Six Hundred Fifty-Eight Pesos Only** (PhP3,566,658.00).

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:
- a. For the procurement of Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty 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 Declaration² 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 **07 April 2025**. 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.

² 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.

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

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Supply and Delivery of Various Office and Janitorial Supplies and Materials, and Office and ICT Equipment for Romblon State University; b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.
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> <ul style="list-style-type: none"> a. The amount of not less than <u>PhP70,820.92</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 b. The amount of not less than <u>PhP177,052.30</u> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
20.2	N/A
21.2	N/A

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 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

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>Brochures –</p> <p>Provide brochures for the following items in the Technical Specifications:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Item No. 40</td><td>Glass Board</td></tr> <tr><td>Item No. 60</td><td>Paper Cutter Trimer</td></tr> <tr><td>Item No. 125</td><td>White Board Magnetic</td></tr> <tr><td>Item No. 230</td><td>Refrigerator</td></tr> <tr><td>Item No. 231</td><td>Vacuum Cleaner</td></tr> <tr><td>Item No. 232</td><td>Water Dispenser</td></tr> <tr><td>Item No. 233</td><td>Ring Binder</td></tr> <tr><td>Item No. 234</td><td>Aircon</td></tr> <tr><td>Item No. 235</td><td>Money Counter Machine</td></tr> <tr><td>Item No. 236-239</td><td>Flower Pots</td></tr> <tr><td>Item No. 240</td><td>Silverwares</td></tr> <tr><td>Item No. 241</td><td>Curtain</td></tr> <tr><td>Item No. 242 & 243</td><td>Blackout Curtains</td></tr> <tr><td>Item No. 246</td><td>Go Bag Kit</td></tr> <tr><td>Item No. 247</td><td>Air Humidifier</td></tr> <tr><td>Item No. 248</td><td>Fire Extinguisher</td></tr> <tr><td>Item No. 249</td><td>Portable Megaphone</td></tr> <tr><td>Item No. 250</td><td>Extension Wire</td></tr> <tr><td>Item No. 251</td><td>Industrial Heavy Duty Wheelbarrow</td></tr> <tr><td>Item No. 252</td><td>Hard Hat</td></tr> <tr><td>Item No. 253</td><td>Safety Gloves</td></tr> <tr><td>Item No. 254</td><td>Safety Harness</td></tr> <tr><td>Item No. 255</td><td>Speaker</td></tr> <tr><td>Item No. 256 & 257</td><td>Printer</td></tr> <tr><td>Item No. 258</td><td>Document Scanner</td></tr> <tr><td>Item No. 259</td><td>Extreme Portable SSD</td></tr> <tr><td>Item No. 260 & 261</td><td>Flash Drive</td></tr> <tr><td>Item No. 262</td><td>External Hard Drive</td></tr> </table> <p>The brochures must contain pictures and descriptions of the items.</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>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 Supply and Property Management Office.</p>	Item No. 40	Glass Board	Item No. 60	Paper Cutter Trimer	Item No. 125	White Board Magnetic	Item No. 230	Refrigerator	Item No. 231	Vacuum Cleaner	Item No. 232	Water Dispenser	Item No. 233	Ring Binder	Item No. 234	Aircon	Item No. 235	Money Counter Machine	Item No. 236-239	Flower Pots	Item No. 240	Silverwares	Item No. 241	Curtain	Item No. 242 & 243	Blackout Curtains	Item No. 246	Go Bag Kit	Item No. 247	Air Humidifier	Item No. 248	Fire Extinguisher	Item No. 249	Portable Megaphone	Item No. 250	Extension Wire	Item No. 251	Industrial Heavy Duty Wheelbarrow	Item No. 252	Hard Hat	Item No. 253	Safety Gloves	Item No. 254	Safety Harness	Item No. 255	Speaker	Item No. 256 & 257	Printer	Item No. 258	Document Scanner	Item No. 259	Extreme Portable SSD	Item No. 260 & 261	Flash Drive	Item No. 262	External Hard Drive
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Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- 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

- 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.

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.

Spare Parts –

- 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:
 - 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 costs 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 three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

	<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</p>

	<p>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>
4	<p>The inspections and tests that will be conducted are:</p> <ul style="list-style-type: none"> a. <i>Test Run; and</i> b. <i>Quality Checking.</i>

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	Accession Record Book (Standard)	15	15	
2	Ballpen, 0.5 mm Ballpoint, Black, Smooth Ink, (12 pcs/box)	39	39	
3	Ballpen, 0.5 mm Ballpoint, Blue, Smooth Ink, (12 pcs/box)	55	55	
4	Ballpen, 0.5 mm Ballpoint, Red, Smooth Ink, (12 pcs/box)	31	31	
5	Battery, Dry Cell, Heavy Duty , Size: AA	68	68	
6	Battery, Dry Cell, Heavy Duty, Size: AAA	24	24	
7	Bond Paper, 8. 27" x 11. 69", A4 Size, Ultra White 70 gsm, 20 subs, (5 reams/box)	26	26	
8	Bond Paper, 8. 5" x 13", Legal Size, Ultra White, 70 gsm, 20 subs, (5 reams/box)	236	236	
9	Bond Paper, 8.5" x 11", Letter Size, Ultra White, 70 gsm, 20 subs, (5 reams/box)	123	123	
10	Borrower's Card, Size: LxW: 5-1/2"x 3", 220 gsm. Color: Light Blue	1000	1000	
11	Calculator, Compact 12 digits Two-way power, MX120B	8	8	
12	Carbon Film Paper, Size: Letter, Color: Black, Packaging Size: 10 sheets per pack	11	11	
13	Certificate Holder, A4 Size, 8. 27" x 11. 69"	49	49	
14	Certificate Holder, Letter Size, 8.5" x 11"	361	361	
15	Certificate Holder, Legal Size, 8.5" x 13"	203	203	
16	Certificate Poster Frame, Customized ,11 x 18, 3/4 wide PVC black frame, 1" wide matte board	65	65	
17	Certificate Poster Frame, Customized, 15 x 18, 3/4 wide PVC black frame, 1" wide matte board	10	10	
18	Clear Book, Colored long clearbook filing, Long - 27 Holes, Sheet: 20 Pages	6	6	
19	Clip, Binder, backfold 3/4" inches, 12 pcs/box	3	3	
20	Clip, Binder, backfold, 1" inches, 12 pcs/box	38	38	
21	Clip, Binder, backfold, 1-1/4", 12 pcs/box	82	82	
22	Clip, Binder, backfold, 1-5/8" inches, 12 pcs/box	28	28	
23	Clip, Binder, backfold, 2", 12 pcs/box	69	69	
24	Clipboard Long Size, Superior Durability, metal clip comes with a rubber cover, no smell, Size: H:350mm,W:240mm	11	11	
25	Cork Board, Wooden Frame, 4x8ft, (120 X 240 cm)	2	2	
26	Correction tape Good quality, easy to use, (5mmx12m) 24pcs/box	17	17	
27	Cutter, Heavy Duty, Metal Body, Utility Cutter 6 inches	5	5	
28	Documentary Tray, 3 Layers, Heavy Duty, Color: Black, Weight:1800g, Dimension: 30 x 25 x 38 cm	27	27	

29	Envelope, Mailing, Size; Short, No. 6 3/4, Color: White, 80gsm, 100pcs/pack	1	1	
30	Envelope Mailing, Size: Long, No. 10, Color: White, 80gsm, 100pcs/pack	4	4	
31	Envelope, Brown, Size: Long, Dimension: 10" x 15", 100 pcs/pack	23	23	
32	Envelope, Brown, Size: Short, Dimension: 9" x 12", 100 pcs/pack	11	11	
33	Envelope Expanded with Garter, Size: Long, Dimension: 9.8" x 15", Assorted Colors, 100pcs/pack	16	16	
34	Eraser felt for Blackboard or Whiteboard, Size: 5 x 2 x 12cm	27	27	
35	Eraser Pencil	10	10	
36	File Arch Legal Size, with lever arch 76mm x 230mm x 380mm (Black)	231	231	
37	File Box, Made of Chipboard, Single Leaf, Size: 15.5"x9.5"x4.5", (Black)	128	128	
38	Folder, white 14 pts. 9" x 14.5", Size: Legal, 100pcs/pack	24	24	
39	Folder, white, 14 pts. 9" x 11", Size: Letter, 100pcs/pack	9	9	
40	Glass Board, Length: 6ft, Height: 4ft. Thickness: 0.5" with installation	1	1	
41	Glue, Multi-Purpose, White, 130g	41	41	
42	Glue Stick, Hot Melt Glue Stick, Big, 12 inches	10	10	
43	Glue Gun, Hot glue gun, Corded Electric, Full sized, Heavy Duty	4	4	
44	Glue Gun, Hot glue gun, Corded Electric, Small	1	1	
45	Index Tab, Self-adhesive, (Letter Tabblings), Dimension: 2 x 6 x 16 cm, 5 sets/24 tabs per pack, Weight: 40g	50	50	
46	Library Card, Size: L x W: 5" x 3", Color: Plain White	1,000	1,000	
47	Marker Permanent, Waterproof, Refillable, Fine, Black 12 pcs/box	9	9	
48	Marker, Permanent, Waterproof, Refillable, Fine, Blue, 12 pcs/box	7	7	
49	Marker, Permanent, Waterproof, Refillable, Broad, Black (12Pcs)	11	11	
50	Marker Permanent, Waterproof, Refillable, Broad, Blue, 12 pcs/box	1	1	
51	Marker Permanent, Waterproof, Refillable, Broad, Red, 12 pcs/box	1	1	
52	Marker (White Board) Refillable, Ideal for colorful marking, Broad, Black, 12 pcs/box	1	1	
53	Marker (White Board), refillable, Ideal for colorful marking, broad, blue, 12 pcs/box	1	1	
54	Marker (White Board), Refillable, Ideal for colorful marking, Fine, Black, 12 pcs/box	1	1	
55	Marker (White Board), Refillable, Ideal for colorful marking, Fine, Blue, 12 pcs/box	4	4	
56	Neon Colored Paper, Assorted Color, Legal Size, 250pcs/ream	22	22	
57	Neon Colored Paper, Assorted Color, Letter Size, 250pcs/ream	5	5	
58	Paper Clip, Big 50mm, Vinyl Coated, 100pcs/box	84	84	
59	Paper Clip, Small 28mm, Vinyl Coated, 100pcs/box	87	87	

60	Paper Cutter Trimmer, 18 inches x 15 inches, Metal Base, Heavy Duty	1	1	
61	Paper Highlighter, Anti Dry Out Technology, Assorted, 10pcs/box	21	21	
62	Paper Fastener, Plastic Coated, 50 sets/ box	50	50	
63	Paper Sticker, Glossy, Inkjet Friendly, Size: A4, 10sheets/pack	87	87	
64	Paper Sticker, Matte, Inkjet Friendly, Size: A4, 10sheets/ pack	24	24	
65	Paste with Spreader, White sticky paste, plastic barrel provided, 200g	3	3	
66	Pencil, No. 2, 12pcs/box, finest quality,soft, non-smudge eraser	53	53	
67	Photopaper, Inkjet Photo Paper A4 Glossy, waterproof, 240 g/m ² , High Whiteness, Size: 210mm x 297mm, Material: Paper, 20 sheets/pack	32	32	
68	Photopaper, RC Woven Photo Paper, Super White, 260 GSM, Size: A4 8.25" x 11.75" inches, Material: Paper, 20sheets/pack	44	44	
69	Rough Satin Photo Paper 260Gsm A3 Size 20 pcs/pack	10	10	
70	Premium Colored Paper (Green) , Long (5 Reams/Box)	10	10	
71	Premium Colored Paper (Blue) , Long (5 Reams/Box)	2	2	
72	Premium Colored Paper (Yellow) , Long (5 Reams/Box)	2	2	
73	Premium Colored Paper (Pink) , Long (5 Reams/Box)	3	3	
74	Premium Colored Paper (Orange) , Long (5 Reams/Box)	2	2	
75	Puncher, Size: Large, Heavy Duty, Hole Distance: 70mm, 2-Hole, Punching Capacity: 30 sheets	22	22	
76	Push Pin, Flat Head 100pcs/box	29	29	
77	Record Book, 500 pages, 17.5cm x 28.5cm	20	20	
78	Record Book, 300 pages, 17.5cm x 28.5cm	41	41	
79	Rubber Band, Elastic, Durable Flat No. 18, 350 grams	2	2	
80	Ruler Plastic Ruler 12 inches, Color: Clear	3	3	
81	Ruler, Stainless steel, high quality, Size: 12 inches	3	3	
82	Scissor Stainless Steel, Heavy Duty, Size: 6 inches	17	17	
83	Scissors, Stainless Steel, Heavy Duty, Size: 10 inches	18	18	
84	Sign Pen, Liquid/gel ink, Hybrid Ink, 0.5mm needle tip, Color: Black, 12pcs/box	9	9	
85	Sign Pen, Liquid/gel ink, Hybrid Ink, 0.5mm needle tip, Color: Blue, 12pcs/box	33	33	
86	Sign Pen, liquid/gel ink, Hybrid Ink, 0.7mm needle tip, Color: Blue, 12pcs/box	7	7	
87	Sliding folder Plastic, Legal Size (12 pcs)	5	5	
88	Sliding folder Plastic, Letter Size (12 pcs)	5	5	
89	Specialty Board Paper, Color White,8.3 x11.7" inches, 220 gsm, (10sheets/pack), Size: A4	50	50	
90	Specialty Board Paper, Color White, 8.5"x13" inches, 220 gsm, (10 sheets/pack), Size: Legal	146	146	

91	Specialty Board Paper, Color White, 8.5"x11" inches, 220 gsm, (10 sheets/pack), Size: Letter	80	80	
92	Specialty Board Paper, Color Green, 8.5"x13" inches, 220 gsm, (10sheets/pack) Size: Legal	10	10	
93	Specialty Paper, Color White, Short 8 1/2 "x13" inches, 80 gsm (10sheets/pack), Size: Legal	48	48	
94	Specialty Paper Color White, 8 1/2" x 11" inches, 80 gsm (10sheets/pack), Size: Letter	27	27	
95	Spiral, Plastic (Ring Binder) 1/4"	5	5	
96	Spiral, Plastic (Ring Binder) 1/2"	38	38	
97	Spiral, Plastic (Ring Binder) 3/4	8	8	
98	Spiral, Plastic (Ring Binder) 1	67	67	
99	Spiral, Plastic (Ring Binder) 1 1/8"	15	15	
100	Spiral, Plastic (Ring Binder) 1 1/4"	33	33	
101	Spiral, Plastic (Ring Binder) 1 1/2"	58	58	
102	Spiral, Plastic (Ring Binder) 1 3/4"	38	38	
103	Spiral, Plastic (Ring Binder) 2"	100	100	
104	Stamp Pad Ink, Blue 30ml	15	15	
105	Stamp Pad Ink, Purple 30ml	14	14	
106	Stamp Pad Ink, Purple 50ml	12	12	
107	Stamp Pad, Clear and long-lasting, No.2 Medium Size	6	6	
108	Stapler with Remover, Heavy duty, No. 35	31	31	
109	Staple Wire, Made of high-quality steel, not easy to rust or corrode, #35 (5,000 staples)	90	90	
110	Sticky Note Pad, 1 1/2 x 2", quality sticky notes, bright colors, (assorted colors)	60	60	
111	Sticky note pad, 2x2" , quality sticky notes, bright colors, (assorted colors)	22	22	
112	Sticky Note Pad, 3x3", quality sticky notes, bright colors, (assorted colors)	75	75	
113	Storage Corrugated, Carton Box, L 15" x W 12" x H 10"	35	35	
114	Tape Dispenser, Heavy Duty, for 1-inch tape	4	4	
115	Tape, Double sided, Adhesive, 24mm (1" width), Length: 50 meter	68	68	
116	Tape, Double sided, Adhesive, 48mm (2" width), Length: 50 meter	60	60	
117	Tape, Double-Sided Foam, Adhesive, Tape, Double-Sided Foam 22mmx10m	25	25	
118	Tape, Masking, 24mm(1") width, Length: 50 meter	28	28	
119	Tape, Masking , 48mm (2") width, Length: 50 meter	42	42	
120	Tape, Packing 24mm (1") width, 50m	2	2	
121	Tape, Packaging 48mm (2") width, 50m	28	28	
122	Tape, Transparent, 24mm, (1") width, Length: 50 meter	95	95	
123	Tape, Transparent , 48mm (2" width), Length: 50 meter	71	71	
124	Thumb Tacks, No. 153 (24 pcs)	21	21	
125	White Board, Magnetic, With edge protector, With aluminum frame, Wall Mounted, 4FT X 8FT, 20 X 240 cm, Heavy duty	1	1	
126	Ink for Printer, (#001) Ink for Epson (Black) 127ml/btl	5	5	
127	Ink for Printer, (#001) Ink for Epson (Magenta) 70ml/btl	5	5	

128	Ink for Printer, (#001) Ink for Epson (Cyan) 70ml/btl	5	5	
129	Ink for Printer, (#001) Ink for Epson (Yellow) 70ml/btl	5	5	
130	Ink for Printer, (#003) Ink for Epson (Black) 65ml/btl	46	46	
131	Ink for Printer, (#003) Ink for Epson (Cyan) 65ml/btl	32	32	
132	Ink for Printer, (#003) Ink for Epson (Magenta), 65ml/btl	32	32	
133	Ink for Printer, (#003) Ink for Epson (Yellow), 65ml/btl	32	32	
134	Ink for Printer, (#004) Ink for Epson (Black), 70ml/btl	9	9	
135	Ink for Printer, (#004) Ink for Epson (Cyan), 70ml/btl	9	9	
136	Ink for Printer, (#004) Ink for Epson (Magenta), 70ml/btl	9	9	
137	Ink for Printer, (#004) Ink for Epson (Yellow), 70ml/btl	9	9	
138	Ink for Printer, (#008) Ink for Epson, (Black), 127ml/btl	65	65	
139	Ink for Printer, (#008) Ink for Epson, (Cyan), 70ml/btl	47	47	
140	Ink for Printer, (#008) Ink for Epson (Magenta), 70ml/btl	47	47	
141	Ink for Printer, (#008) Ink for Epson (Yellow), 70ml/btl	47	47	
142	Ink for Printer Universal, 1 Liter, (Black) Refill	45	45	
143	Ink for Printer Universal, 1 Liter, (Cyan) Refill	23	23	
144	Ink for Printer Universal, 1 Liter, (Magenta) Refill	23	23	
145	Ink for Printer Universal, 1 Liter, (Yellow) Refill	23	23	
146	Ink for Printer Universal, 100 ml, (Black)	1	1	
147	Ink for Printer Universal, 100 ml, (Cyan)	1	1	
148	Ink for Printer Universal, 100 ml, (Magenta)	1	1	
149	Ink for Printer Universal, 100 ml, (Yellow)	1	1	
150	Ink for Printer, Epson L850, Epson T673 Ink (Black), 70 ml	10	10	
151	Ink for Printer, Epson L850, Epson T673 Ink (Cyan), 70 ml	4	4	
152	Ink for Printer, Epson L850, Epson T673 Ink (Magenta), 70 ml	4	4	
153	Ink for Printer, Epson L850, Epson T673 Ink (Yellow), 70 ml	4	4	
154	Ink for Printer, Epson L850, Epson T673 Ink (Light Cyan), 70 ml	4	4	
155	Ink for Printer, Epson L850, Epson T673 Ink (Light Magenta), 70 ml	4	4	
156	Ink, Permanent marker, 30ml, Color: Black	1	1	
157	Ink, Whiteboard Marker, 30ml, Color: Black	1	1	
158	Ink for HP Smart Tank 615, HP GT52- Black, 90ml, 8,000 pages	6	6	
159	Ink, Genuine, 1 set C, M, LM, LM, BK, Y (size 70ml) Inks for 673	2	2	
160	Toner for Photocopier, Kyocera Taskalfa 2020	2	2	
161	Toner - HP LaserJet 202A Magenta (Color Laser Jet Pro MFP M281 fdw)	5	5	

162	Toner - HP LaserJet 202A Cyan (Color Laser Jet Pro MFP M281 fdw)	5	5	
163	Toner - HP LaserJet 202A Yellow (Color Laser Jet Pro MFP M281 fdw)	5	5	
164	Toner - HP LaserJet 202A Black (Color Laser Jet Pro MFP M281 fdw)	8	8	
165	Ribbon Cartridge, Color: Black, For Dot Matrix Printer, Model: Lx-300+ and LX-300+II, 18.0 meters / 59.0 feet, Ultra-Long Printing Life	8	8	
166	Cartridge, Epson WF-C5790, Black (T9501), size: XL /10,000 pages)	10	10	
167	Maintenance Box, L11050	2	2	
168	Maintenance Box, L15150	2	2	
169	Waste Ink Pad, L1800	2	2	
170	Waste Ink Pad, L5290	2	2	
171	Air Freshener, Scented Gel, any scent, 180g	73	73	
172	Air Freshener, Spray, any scent, 320ml	141	141	
173	Alcohol, Isopropyl Alcohol 70% with Moisturizer, 500ml	15	15	
174	Alcohol, Isopropyl Moisturizer 5 in 1 Total 70% Solution, 1 Gallon	60	60	
175	Antibacterial Hand soap, White 85G	56	56	
176	Antibacterial Liquid Hand Soap, Family Germ Protection removes 99.9% of germs, 450ml	138	138	
177	Bleach, 1000 ml (3.785 Liters), Kills 99.9% of Bacteria, viruses and fungi, 6-in-1 Total Clean Formula	47	47	
178	Bucket Basket with Rope Wooden Handle & Dipper	2	2	
179	Broom Soft (Tambo) weight, 200g min tiger grass	15	15	
180	Broom Stick (Hidjok)	48	48	
181	Car Freshener, Gel, 70 grams, lemon, apple	21	21	
182	Detergent Bar, 380g, Long Bar	50	50	
183	Detergent Powder with Active Clean Technology, 1kg	87	87	
184	Disinfectant Spray, Kills 99.9% of fungi, viruses, and bacteria, 510g	82	82	
185	Dipper, Plastic Water Dipper	34	34	
186	Dishwashing Liquid, Antibac, 475ml	161	161	
187	Dishwashing Sponge Multipurpose Cleaning Scrub Kitchen Dish Scrubber, Wash Scouring Pad, Size: 7x10x3cm	71	71	
188	Door Mat, Absorbent, 12x20 inches	133	133	
189	Door Mat (Cotton 18x30 inches)	26	26	
190	Dust Pan, Plastic, Heavy Duty	19	19	
191	Long Handle Scrub Brush Built-in Heavy Duty scraper	8	8	
192	Flat sheets 90x190cm/36x75 inches, cotton, white	12	12	
193	Floor Mop with Mop Wringer, Tornado 360 degrees	37	37	
194	Floor Scrubbing Brush with Long Handle, Heavy Duty, Plastic Push Brush, Made of High Quality PVC Bristle, Stainless Steel Handle, Handle Length: 96cm	3	3	
195	Garbage Bag Size: Small, Dimension: 9 x 9 x 20 inches, 10pcs/roll	16	16	

196	Garbage Bag, Size: Medium, Dimension: 11 x 11 x 24 inches, 10 pcs/roll	46	46	
197	Garbage Bag Size: Large, Dimension: 26 x 32 inches, 10 pcs/roll	144	144	
198	Garbage Bag Size: Extra Large, Dimension: 30 x 37 inches, 10 pcs/roll	109	109	
199	Garden Scissors Heavy Duty, with Spring PVC Handle, 8.5 inches, 210mm	9	9	
200	Glass Cleaning Solution, Glass & Window Cleaner Spray 500ml	23	23	
201	Glass and Home Window Wiper, Double-sided retractable glass sponge wiper with extendable handle	6	6	
202	Gloves, Cotton Protection Gloves, Safe and Efficient for Industrial Work, Cut and Heat Protection.	121	121	
203	Gloves, Latex Rubber Gloves Durable and thick Use for cleaning, Size: Medium	2	2	
204	Gloves, Latex, Disposable, 100pcs/box	3	3	
205	Hand towel, Color: White, All purpose, Easy to wash, High quality cotton, 12 pcs per dozen. Size: 65cm x 30cm	8	8	
206	Janitorial Bottle Spray, Material: Plastic Size: 20.5*8.2 cm, Weight: 70 g	2	2	
207	Paper Cups, Disposable Paper Cups, Premium White, 24 pcs per pack, 12 oz	16	16	
208	Paper Cups (Small)	2,000	2,000	
209	Pail with Metal Handle, Utility pail, made with high-quality material, Dimension: 32 x 32 x 31cm, 16 Liters	33	33	
210	Pail with Metal Handle, Utility pail, made with high-quality material, Dimension: 36 x 36 x 35cm, 24 Liters	5	5	
211	Rain Coat Whole Body Large, Adult Sized Dimensions: 55" x 41" (L x W) Comes with a quality storage bag, can be closed for added protection from rain or be opened and spread out to utilize and maximize its coverage like use it as a tarp. Easy to store and carry. Reusable, perfect for emergency weather protection. Whole Body Large	12	12	
212	Rags, Cotton, Round, Color White, 8 cm	25	25	
213	Rain Boots Heavy Duty Size: Large	14	14	
214	Rain Boots, Heavy Duty, Size: Small	2	2	
215	Multi Insect Killer, Long Lasting Protection, Odorless, 600 ml	69	69	
216	Muriatic Acid, Household Grade- 14% - 16% Hydrochloric Acid Content, 1 Liter	39	39	
217	Termite control (white ant chemicals)	2	2	
218	Tissue Holder Wall Mounted 21*13.5*13.5cm	2	2	
219	Tissue wooden box (9.5*13.5*21cm)	4	4	
220	Facial tissue 3 ply 80 pulls	18	18	
221	Tissue, Bathroom tissue, 100% virgin pulp, 2 ply, 12 rolls/bundle	283	283	
222	Toilet Bowl and Urinal Cleaner, Kills 99.99% of disease causing Germs & bacteria, 1L (1000ml)	208	208	
223	Toilet Bowl Brush and Holder Set	46	46	
224	Toilet Deodorizer, Scent: Lemon and Strawberry, 50g	435	435	

225	Toilet Plunger Heavy Duty Bathroom Toilet Plunger Suction Cup with Handle, Fix Clogged Toilet, Size: Big	3	3	
226	Trash bin, Plastic with Foot Pedal, Dimension:(L x W x H)L=26x26x37 cm, Weight: 0.86 kg, Big Size 16 Liter	28	28	
227	Trash Bin, Plastic with foot Pedal, 40 Liters Dimension: (L x W x H) 41x40x60 cm, Weight: 3 kg, Big Size 40 Liter	4	4	
228	Trash Bin, Plastic and with wheels, Dimension:(L x W x H) 45x54x78 cm Weight: 3.6kg,100 Liter	4	4	
229	Essential Oil, 100% pure, undiluted, and therapeutic grade, concentrated and not watered down, 10mL, Scent: Geranium, Jasmine, Lavender (English), Orange, Oregano, Peppermint, Rosemary, Tea Tree, Rose, Lemon	60	60	
230	<p>Refrigerator Specifications Net Dimensions (WxHxD): 595*1853*669mm Compressor: Digital Inverter Compressor Cooling Type: All-Around Cooling Cooling Cover, Metal Cooling Duct Shelf Material: Tempered Glass + Metal Deco Interior LED Light: Top LED</p> <p>Specifications Detail Capacity: Volume Total (Liter) 339 ℓ Volume for Freezer (Liter) 108 ℓ Volume for Fridge (Liter) 231 ℓ</p> <p>Physical specification Net Dimension (WxHxD)(mm): 595*1853*669 mm Net Width (mm): 595 mm Net Case Height with Hinge (mm): 1853 mm Net Depth with Door Handle(mm): 669 mm Packing Dimension (WxHxD)(mm): 654*1947*702 mm Packing Width (mm): 654 mm Packing Height (mm): 1947 mm Packing Depth (mm): 702 mm Net Weight (kg): 76 kg Packing Weight (kg): 81 kg Cooling Feature: No Frost, Cooling Type: All-Around Cooling</p> <p>Refrigerator Feature Number of Shelf (Total): 4 EA, Dairy Compartment: Yes Wine Rack: Yes, Number of Door Pocket: 4 EA Egg Container (Egg Tray): Yes Interior LED Light: Top LED Shelf Material: Tempered Glass + Metal Deco Number of Vegetable & Fruit Drawer: 1 EA Power Cool Function: Yes</p> <p>Freezer Feature Number of Drawer: 3 EA Power Freeze Function: Yes Ice Tray: Yes General Feature Door Reversible: Yes, Door Alarm: Yes</p>	1	1	

	Refrigerant: R-600a Compressor: Digital Inverter Compressor Cooling Cover: Metal Cooling Duct Exterior Feature: Display Type Internal Door Handle Recess Color: Cotta White+Cotta Charcoal Door Type: BESPOKE Energy: Energy Star Rating 3 Star Installation Counter Depth: Yes			
231	Vacuum Cleaner , Wet and Dry Vacuum Cleaner Rated Power: 800W Max Vacuum Degree: 16KPA Sewage Tank Capacity:1500ml Package Weight: 8.5kg Water Purification Tank Capacity: 3200ml	1	1	
232	Water Dispenser- Bottom Load Water Dispenser, 3 Options: Hot, Warm & Cold Dimension: H:106,W:32,D:39cm, Color: Black	1	1	
233	Ring Binder , 24 Rectangular Holes Adjust all of pull-push pins Margin adjustable range: 2.5mm-6.5mm The Maximum punch ability: 20pages (80gsm) PVC 6sheets The maximum binding ability: 500pages Hole distance: 14.3mm Metal Body	1	1	
234	Air-condition unit (window type) 1.5HP Window Type Air-conditioning Inverter with Installation Capacity: 10,445 BTU Refrigerant: R-410A EER 35C: 9.7; EER 46C: 7.1 Outdoor Power Supply (V/Ph/Hz): 220-240/1/50 Dimension (L x W x H) in mm: 660 x 680 x 428. Inverter	1	1	
235	Money Counter Machine with External LED Display Original Automatic Money Detector for Fake Money	1	1	
236	Flower Pots- S	12	12	
237	Flower Pots- M	12	12	
238	Flower Pots- L	12	12	
239	Flower Pots- XL	12	12	
240	Silverwares featuring the same design, stainless Set of: 12 pcs Teaspoon, 12 pcs Tablespoon, 12 pcs Fork	4	4	
241	Curtain, Ring Type Blackout Curtain Color: White Height: 9 feet Width: 2 meters, Material: Polyester	2	2	
242	Blackout Curtains (Floor-to-Ceiling), Length: 98 inches	20	20	
243	Blackout Curtains (8 feet)	5	5	
244	Pillow Case 28x 38 in	20	20	
245	Pillow 28x 38 in	12	12	

246	<p>GO BAG KIT, color black and orange SURVIVAL GO BAG kit Contents:</p> <ul style="list-style-type: none"> - Go Bag (Pack pack) 1 pc. - Hard Hat 1 pc. - Hot and Cold Pack 1 pc. - First Aid Kit 1 set - Trash Bag 2 pcs. - Help Banner 1 pc. - Thermal Survival Blanket 1 pc. -Light Stick 1 pc. - Cotton Gloves 1 pair, -Dust Mask 1 pc. - Face Mask Earloop 1 pc. - Thermometer Digital 1 pc. - Multi-Tool 1 pc. - Batteries AA 2 pc. - Duct Tape 1 roll - Ready to Eat Food 6 set - Mineral Water 350ML 2 btls. - Flash Light 1 pc. - Radio Portable 1 pc. - Whistle Plastic 1 pc. - Permanent Marker 1 pc. - Emergency Scissor 1 pc. - Toothbrush 1 pc. - Toothpaste 37g 1 tube - Off Lotion 50ML 1 btl. - Face Towel White 1 pc., - Tissue Roll 1 roll, - Napkin 8's 1 pack, - Alcohol Isopropyl 70% 250ML 1 btl. - Bath Soap Sachet 1 pc 	1	1	
247	<p>Air Humidifier, Humidify air, suitable for use in air conditioned rooms, Touch buttons for easy operation. Adjust 3 levels of misting & timer operation, Color: White, Material: ABS Plastic, Container Volume: 5L, Capacity: 25W, Humidification: 250-340ml/hour, Automatic shut off when out of water: Yes, Voltage source: 220V/50Hz-60Hz, Range of use: Best at 25-35m², Weight: 101kg, Product size: 21.8x21.8x33.2</p>	30	30	
248	<p>Fire Extinguisher (ABC type, 10 lbs), with Holder, Powder, Based, ABC- Multiple use, Non-Conductive, Multi- Purpose use, Ideal for all classes of fire, Recommended for business and residential use.</p>	5	5	
249	<p>Rechargeable Portable Megaphone 30W SR 966 Talk, Siren, Whistle, Voice Recording</p>	1	1	
250	<p>Extension wires, 4 gang, 10 meters</p>	2	2	
251	<p>Industrial heavy duty wheelbarrow with solid wheels Reference: 12005, Dimensions (mm): 1,100 x 640 x 700 Fixed Wheels mm: 380 Swivel wheels Tyre: Pneumatic, Weight (kg): 15, Load: 70</p>	2	2	
252	<p>Hard Hat</p>	15	15	
253	<p>Insulated Electrical Safety Gloves 6KVA</p>	2	2	
254	<p>Safety Harness</p>	15	15	

255	<p>Speaker, 15" 500W ACTIVE PLASTIC MOULDED LOUDSPEAKER, 15 inch active speaker system =Multiple handle for easy transport. Provide excellent vocal and bass performance =90° x 60° wave guide horn for wide coverage Rugged plastic mold design cabinet = Multi angle enclosure can also use as monitor. Bottom pole mount for tripod stand = Line level and direct mic input. Signal loop for extended system application =DSP management control w/5 preset settings, System Type 2 Way Bass Reflex Ce 15" Woofer (3" Voice coil size) HF 1.7" polyimide Dome Tweeter Freq. Resp. 43Hz - 20KHz, Amp. Power 500W Class D</p> <p>Input Impedance 20K ohms Input Gain line: +20 dBu/ Mic : +40dB Input Connector Line (RCA & XLR combo jack) Output Connector Line (XLR loop through) THD Less than 0.5%, LED indicator Power, Signal, Clip Crossover Freq. 2.5KHz, C Input 220V 50-60Hz</p>	1	1	
256	<p>Printer Multi Function w/ADF, 17/9.5ipm, 2.5 Color LCD screen, pigment ink,</p> <p>Technical Specifications</p> <p>Technology: Precision Core Print Head Nozzle Configuration: 400 Nozzles Black, 128 Nozzles per Color, Minimum Droplet Size: 3.3 pl, With Variable-Sized Droplet Technology, Ink Technology: Pigment ink Printing Resolution: 4,800 x 1,200 DPI All-in-One Functions, Print, Scan, Copy, FaxPanel: Type: Color, Touchscreen, Diagonal: 6.1 cm Features: Touchscreen</p>	4	4	
257	<p>Printer, Legal Wi-Fi All-in-One Ink Tank Printer with ADF Print, Scan, Copy, FAX with ADF USB 2.0, WIFI, Ethernet</p> <p>Technical Specifications</p> <p>Copy Function, Maximum Copy Size: A4, Letter Copy Resolution: 600 x 600 dpi, Max Copies: 99 copies</p> <p>Copying ISO 29183, A4 Simplex Flatbed (Black / Colour):</p> <p>Up to 11.0 ipm / 5.5 ipm, Scanning Scanner Type: Flatbed colour image scanner, Sensor Type: CIS, Optical Resolution: 1200 x 2400 dpi</p> <p>Control Panel, LCD Screen: 2.4 " Colour LCD Screen</p>	7	7	
258	Document Scanner , Scanning:	1	1	

	Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type: Colour Contact Image Sensor Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (1 dpi increments)			
259	Extreme Portable SSD 1TB, Sky Blue USB3.2 GEN2 TYPE-C/TYPE-A	1	1	
260	Flash Drive, Ultra Dual Drive USB Type-C USB 3.1 64GB	3	3	
261	Flash Drive, USB 3.0 128gb Flash Drive	1	1	
262	2 TB Ruggedized Portable External Hard Drive Shock-Resistant USB 3.1 Gen 1	1	1	

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-2025-01-001-EPA

ABC: PhP3,541,046.00

Early Procurement for the Supply and Delivery of Various Office and Janitorial Supplies and Materials, and Office and ICT Equipment for Romblon State University

Item	Specification	Statement of Compliance ³
1	Accession Record Book (Standard)	
2	Ballpen, 0.5 mm Ballpoint, Black, Smooth Ink, (12 pcs/box)	
3	Ballpen, 0.5 mm Ballpoint, Blue, Smooth Ink, (12 pcs/box)	
4	Ballpen, 0.5 mm Ballpoint, Red, Smooth Ink, (12 pcs/box)	
5	Battery, Dry Cell, Heavy Duty , Size: AA	
6	Battery, Dry Cell, Heavy Duty, Size: AAA	
7	Bond Paper, 8. 27" x 11. 69", A4 Size, Ultra White 70 gsm, 20 subs, (5 reams/box)	
8	Bond Paper, 8. 5" x 13", Legal Size, Ultra White, 70 gsm, 20 subs, (5 reams/box)	
9	Bond Paper, 8.5" x 11", Letter Size, Ultra White, 70 gsm, 20 subs, (5 reams/box)	
10	Borrower's Card, Size: LxW: 5-1/2"x 3", 220 gsm. Color: Light Blue	
11	Calculator, Compact 12 digits Two-way power, MX120B	
12	Carbon Film Paper, Size: Letter, Color: Black, Packaging Size: 10 sheets per pack	
13	Certificate Holder, A4 Size, 8. 27" x 11. 69"	
14	Certificate Holder, Letter Size, 8.5" x 11"	
15	Certificate Holder, Legal Size, 8.5" x 13"	
16	Certificate Poster Frame, Customized ,11 x 18, 3/4 wide PVC black frame, 1" wide matte board	
17	Certificate Poster Frame, Customized, 15 x 18, 3/4 wide PVC black frame, 1" wide matte board	
18	Clear Book, Colored long clearbook filing, Long - 27 Holes, Sheet: 20 Pages	
19	Clip, Binder, backfold 3/4" inches, 12 pcs/box	
20	Clip, Binder, backfold, 1" inches, 12 pcs/box	
21	Clip, Binder, backfold, 1-1/4", 12 pcs/box	
22	Clip, Binder, backfold, 1-5/8" inches, 12 pcs/box	
23	Clip, Binder, backfold, 2", 12 pcs/box	
24	Clipboard Long Size, Superior Durability, metal clip comes with a rubber cover, no smell, Size: H:350mm,W:240mm	
25	Cork Board, Wooden Frame, 4x8ft, (120 X 240 cm)	
26	Correction tape Good quality, easy to use, (5mmx12m) 24pcs/box	
27	Cutter, Heavy Duty, Metal Body, Utility Cutter 6 inches	
28	Documentary Tray, 3 Layers, Heavy Duty, Color: Black, Weight:1800g, Dimension: 30 x 25 x 38 cm	
29	Envelope, Mailing, Size; Short, No. 6 3/4, Color: White, 80gsm, 100pcs/pack	

³ [Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

30	Envelope Mailing, Size: Long, No. 10, Color: White, 80gsm, 100pcs/pack	
31	Envelope, Brown, Size: Long, Dimension: 10" x 15", 100 pcs/pack	
32	Envelope, Brown, Size: Short, Dimension: 9" x 12", 100 pcs/pack	
33	Envelope Expanded with Garter, Size: Long, Dimension: 9.8" x 15", Assorted Colors, 100pcs/pack	
34	Eraser felt for Blackboard or Whiteboard, Size: 5 x 2 x 12cm	
35	Eraser Pencil	
36	File Arch Legal Size, with lever arch 76mm x 230mm x 380mm (Black)	
37	File Box, Made of Chipboard, Single Leaf, Size: 15.5"x9.5"x4.5", (Black)	
38	Folder, white 14 pts. 9" x 14.5", Size: Legal, 100pcs/pack	
39	Folder, white, 14 pts. 9" x 11", Size: Letter, 100pcs/pack	
40	Glass Board, Length: 6ft, Height: 4ft. Thickness: 0.5" with installation	
41	Glue, Multi-Purpose, White, 130g	
42	Glue Stick, Hot Melt Glue Stick, Big, 12 inches	
43	Glue Gun, Hot glue gun, Corded Electric, Full sized, Heavy Duty	
44	Glue Gun, Hot glue gun, Corded Electric, Small	
45	Index Tab, Self-adhesive, (Letter Tabbing), Dimension: 2 x 6 x 16 cm, 5 sets/24 tabs per pack, Weight: 40g	
46	Library Card, Size: L x W: 5" x 3", Color: Plain White	
47	Marker Permanent, Waterproof, Refillable, Fine, Black 12 pcs/box	
48	Marker, Permanent, Waterproof, Refillable, Fine, Blue, 12 pcs/box	
49	Marker, Permanent, Waterproof, Refillable, Broad, Black (12Pcs)	
50	Marker Permanent, Waterproof, Refillable, Broad, Blue, 12 pcs/box	
51	Marker Permanent, Waterproof, Refillable, Broad, Red, 12 pcs/box	
52	Marker (White Board) Refillable, Ideal for colorful marking, Broad, Black, 12 pcs/box	
53	Marker (White Board), refillable, Ideal for colorful marking, broad, blue, 12 pcs/box	
54	Marker (White Board), Refillable, Ideal for colorful marking, Fine, Black, 12 pcs/box	
55	Marker (White Board), Refillable, Ideal for colorful marking, Fine, Blue, 12 pcs/box	
56	Neon Colored Paper, Assorted Color, Legal Size, 250pcs/ream	
57	Neon Colored Paper, Assorted Color, Letter Size, 250pcs/ream	
58	Paper Clip, Big 50mm, Vinyl Coated, 100pcs/box	
59	Paper Clip, Small 28mm, Vinyl Coated, 100pcs/box	
60	Paper Cutter Trimmer, 18 inches x 15 inches, Metal Base, Heavy Duty	
61	Paper Highlighter, Anti Dry Out Technology, Assorted, 10pcs/box	
62	Paper Fastener, Plastic Coated, 50 sets/ box	
63	Paper Sticker, Glossy, Inkjet Friendly, Size: A4, 10sheets/pack	
64	Paper Sticker, Matte, Inkjet Friendly, Size: A4, 10sheets/ pack	
65	Paste with Spreader, White sticky paste, plastic barrel provided, 200g	
66	Pencil, No. 2, 12pcs/box, finest quality,soft, non-smudge eraser	
67	Photopaper, Inkjet Photo Paper A4 Glossy, waterproof, 240 g/m ² , High Whiteness, Size: 210mm x 297mm, Material: Paper, 20 sheets/pack	
68	Photopaper, RC Woven Photo Paper, Super White, 260 GSM, Size: A4 8.25" x 11.75" inches, Material: Paper, 20sheets/pack	
69	Rough Satin Photo Paper 260Gsm A3 Size 20 pcs/pack	
70	Premium Colored Paper (Green) , Long (5 Reams/Box)	
71	Premium Colored Paper (Blue) , Long (5 Reams/Box)	
72	Premium Colored Paper (Yellow) , Long (5 Reams/Box)	
73	Premium Colored Paper (Pink) , Long (5 Reams/Box)	
74	Premium Colored Paper (Orange) , Long (5 Reams/Box)	
75	Puncher, Size: Large, Heavy Duty, Hole Distance: 70mm, 2-Hole, Punching Capacity: 30 sheets	
76	Push Pin, Flat Head 100pcs/box	
77	Record Book, 500 pages, 17.5cm x 28.5cm	

78	Record Book, 300 pages, 17.5cm x 28.5cm	
79	Rubber Band, Elastic, Durable Flat No. 18, 350 grams	
80	Ruler Plastic Ruler 12 inches, Color: Clear	
81	Ruler, Stainless steel, high quality, Size: 12 inches	
82	Scissor Stainless Steel, Heavy Duty, Size: 6 inches	
83	Scissors, Stainless Steel, Heavy Duty, Size: 10 inches	
84	Sign Pen, Liquid/gel ink, Hybrid Ink, 0.5mm needle tip, Color: Black, 12pcs/box	
85	Sign Pen, Liquid/gel ink, Hybrid Ink, 0.5mm needle tip, Color: Blue, 12pcs/box	
86	Sign Pen, liquid/gel ink, Hybrid Ink, 0.7mm needle tip, Color: Blue, 12pcs/box	
87	Sliding folder Plastic, Legal Size (12 pcs)	
88	Sliding folder Plastic, Letter Size (12 pcs)	
89	Specialty Board Paper, Color White, 8.3 x 11.7" inches, 220 gsm, (10 sheets/pack), Size: A4	
90	Specialty Board Paper, Color White, 8.5"x13" inches, 220 gsm, (10 sheets/pack), Size: Legal	
91	Specialty Board Paper, Color White, 8.5"x11" inches, 220 gsm, (10 sheets/pack), Size: Letter	
92	Specialty Board Paper, Color Green, 8.5"x13" inches, 220 gsm, (10 sheets/pack) Size: Legal	
93	Specialty Paper, Color White, Short 8 1/2 "x13" inches, 80 gsm (10 sheets/pack), Size: Legal	
94	Specialty Paper Color White, 8 1/2" x 11" inches, 80 gsm (10 sheets/pack), Size: Letter	
95	Spiral, Plastic (Ring Binder) 1/4"	
96	Spiral, Plastic (Ring Binder) 1/2"	
97	Spiral, Plastic (Ring Binder) 3/4"	
98	Spiral, Plastic (Ring Binder) 1"	
99	Spiral, Plastic (Ring Binder) 1 1/8"	
100	Spiral, Plastic (Ring Binder) 1 1/4"	
101	Spiral, Plastic (Ring Binder) 1 1/2"	
102	Spiral, Plastic (Ring Binder) 1 3/4"	
103	Spiral, Plastic (Ring Binder) 2"	
104	Stamp Pad Ink, Blue 30ml	
105	Stamp Pad Ink, Purple 30ml	
106	Stamp Pad Ink, Purple 50ml	
107	Stamp Pad, Clear and long-lasting, No.2 Medium Size	
108	Stapler with Remover, Heavy duty, No. 35	
109	Staple Wire, Made of high-quality steel, not easy to rust or corrode, #35 (5,000 staples)	
110	Sticky Note Pad, 1 1/2 x 2", quality sticky notes, bright colors, (assorted colors)	
111	Sticky note pad, 2x2" , quality sticky notes, bright colors, (assorted colors)	
112	Sticky Note Pad, 3x3", quality sticky notes, bright colors, (assorted colors)	
113	Storage Corrugated, Carton Box, L 15" x W 12" x H 10"	
114	Tape Dispenser, Heavy Duty, for 1-inch tape	
115	Tape, Double sided, Adhesive, 24mm (1" width), Length: 50 meter	
116	Tape, Double sided, Adhesive, 48mm (2" width), Length: 50 meter	
117	Tape, Double-Sided Foam, Adhesive, Tape, Double-Sided Foam 22mmx10m	
118	Tape, Masking, 24mm(1") width, Length: 50 meter	
119	Tape, Masking , 48mm (2") width, Length: 50 meter	
120	Tape, Packing 24mm (1") width, 50m	
121	Tape, Packaging 48mm (2") width, 50m	
122	Tape, Transparent, 24mm, (1") width, Length: 50 meter	
123	Tape, Transparent , 48mm (2" width), Length: 50 meter	

124	Thumb Tacks, No. 153 (24 pcs)	
125	White Board, Magnetic, With edge protector, With aluminum frame, Wall Mounted, 4FT X 8FT, 20 X 240 cm, Heavy duty	
126	Ink for Printer, (#001) Ink for Epson (Black) 127ml/btl	
127	Ink for Printer, (#001) Ink for Epson (Magenta) 70ml/btl	
128	Ink for Printer, (#001) Ink for Epson (Cyan) 70ml/btl	
129	Ink for Printer, (#001) Ink for Epson (Yellow) 70ml/btl	
130	Ink for Printer, (#003) Ink for Epson (Black) 65ml/btl	
131	Ink for Printer, (#003) Ink for Epson (Cyan) 65ml/btl	
132	Ink for Printer, (#003) Ink for Epson (Magenta), 65ml/btl	
133	Ink for Printer, (#003) Ink for Epson (Yellow), 65ml/btl	
134	Ink for Printer, (#004) Ink for Epson (Black), 70ml/btl	
135	Ink for Printer, (#004) Ink for Epson (Cyan), 70ml/btl	
136	Ink for Printer, (#004) Ink for Epson (Magenta), 70ml/btl	
137	Ink for Printer, (#004) Ink for Epson (Yellow), 70ml/btl	
138	Ink for Printer, (#008) Ink for Epson, (Black), 127ml/btl	
139	Ink for Printer, (#008) Ink for Epson, (Cyan), 70ml/btl	
140	Ink for Printer, (#008) Ink for Epson (Magenta), 70ml/btl	
141	Ink for Printer, (#008) Ink for Epson (Yellow), 70ml/btl	
142	Ink for Printer Universal, 1 Liter, (Black) Refill	
143	Ink for Printer Universal, 1 Liter, (Cyan) Refill	
144	Ink for Printer Universal, 1 Liter, (Magenta) Refill	
145	Ink for Printer Universal, 1 Liter, (Yellow) Refill	
146	Ink for Printer Universal, 100 ml, (Black)	
147	Ink for Printer Universal, 100 ml, (Cyan)	
148	Ink for Printer Universal, 100 ml, (Magenta)	
149	Ink for Printer Universal, 100 ml, (Yellow)	
150	Ink for Printer, Epson L850, Epson T673 Ink (Black), 70 ml	
151	Ink for Printer, Epson L850, Epson T673 Ink (Cyan), 70 ml	
152	Ink for Printer, Epson L850, Epson T673 Ink (Magenta), 70 ml	
153	Ink for Printer, Epson L850, Epson T673 Ink (Yellow), 70 ml	
154	Ink for Printer, Epson L850, Epson T673 Ink (Light Cyan), 70 ml	
155	Ink for Printer, Epson L850, Epson T673 Ink (Light Magenta), 70 ml	
156	Ink, Permanent marker, 30ml, Color: Black	
157	Ink, Whiteboard Marker, 30ml, Color: Black	
158	Ink for HP Smart Tank 615, HP GT52- Black, 90ml, 8,000 pages	
159	Ink, Genuine, 1 set C, M, LM, LM, BK, Y (size 70ml) Inks for 673	
160	Toner for Photocopier, Kyocera Taskalfa 2020	
161	Toner - HP LaserJet 202A Magenta (Color Laser Jet Pro MFP M281 fdw)	
162	Toner - HP LaserJet 202A Cyan (Color Laser Jet Pro MFP M281 fdw)	
163	Toner - HP LaserJet 202A Yellow (Color Laser Jet Pro MFP M281 fdw)	
164	Toner - HP LaserJet 202A Black (Color Laser Jet Pro MFP M281 fdw)	
165	Ribbon Cartridge, Color: Black, For Dot Matrix Printer, Model: Lx-300+ and LX-300+II, 18.0 meters / 59.0 feet, Ultra-Long Printing Life	
166	Cartridge, Epson WF-C5790, Black (T9501), size: XL /10,000 pages)	
167	Maintenance Box, L11050	
168	Maintenance Box, L15150	
169	Waste Ink Pad, L1800	
170	Waste Ink Pad, L5290	
171	Air Freshener, Scented Gel, any scent, 180g	
172	Air Freshener, Spray, any scent, 320ml	
173	Alcohol, Isopropyl Alcohol 70% with Moisturizer, 500ml	
174	Alcohol, Isopropyl Moisturizer 5 in 1 Total 70% Solution, 1 Gallon	
175	Antibacterial Hand soap, White 85G	
176	Antibacterial Liquid Hand Soap, Family Germ Protection removes 99.9% of germs, 450ml	

177	Bleach, 1000 ml (3.785 Liters), Kills 99.9% of Bacteria, viruses and fungi, 6-in-1 Total Clean Formula	
178	Bucket Basket with Rope Wooden Handle & Dipper	
179	Broom Soft (Tambo) weight, 200g min tiger grass	
180	Broom Stick (Hidjok)	
181	Car Freshener, Gel, 70 grams, lemon, apple	
182	Detergent Bar, 380g, Long Bar	
183	Detergent Powder with Active Clean Technology, 1kg	
184	Disinfectant Spray, Kills 99.9% of fungi, viruses, and bacteria, 510g	
185	Dipper, Plastic Water Dipper	
186	Dishwashing Liquid, Antibac, 475ml	
187	Dishwashing Sponge Multipurpose Cleaning Scrub Kitchen Dish Scrubber, Wash Scouring Pad, Size: 7x10x3cm	
188	Door Mat, Absorbent, 12x20 inches	
189	Door Mat (Cotton 18x30 inches)	
190	Dust Pan, Plastic, Heavy Duty	
191	Long Handle Scrub Brush Built-in Heavy Duty scraper	
192	Flat sheets 90x190cm/36x75 inches, cotton, white	
193	Floor Mop with Mop Wringer, Tornado 360 degrees	
194	Floor Scrubbing Brush with Long Handle, Heavy Duty, Plastic Push Brush, Made of High Quality PVC Bristle, Stainless Steel Handle, Handle Length: 96cm	
195	Garbage Bag Size: Small, Dimension: 9 x 9 x 20 inches, 10pcs/roll	
196	Garbage Bag, Size: Medium, Dimension: 11 x 11 x 24 inches, 10 pcs/roll	
197	Garbage Bag Size: Large, Dimension: 26 x 32 inches, 10 pcs/roll	
198	Garbage Bag Size: Extra Large, Dimension: 30 x 37 inches, 10 pcs/roll	
199	Garden Scissors Heavy Duty, with Spring PVC Handle, 8.5 inches, 210mm	
200	Glass Cleaning Solution, Glass & Window Cleaner Spray 500ml	
201	Glass and Home Window Wiper, Double-sided retractable glass sponge wiper with extendable handle	
202	Gloves, Cotton Protection Gloves, Safe and Efficient for Industrial Work, Cut and Heat Protection.	
203	Gloves, Latex Rubber Gloves Durable and thick Use for cleaning, Size: Medium	
204	Gloves, Latex, Disposable, 100pcs/box	
205	Hand towel, Color: White, All purpose, Easy to wash, High quality cotton, 12 pcs per dozen. Size: 65cm x 30cm	
206	Janitorial Bottle Spray, Material: Plastic Size: 20.5*8.2 cm, Weight: 70 g	
207	Paper Cups, Disposable Paper Cups, Premium White, 24 pcs per pack, 12 oz	
208	Paper Cups (Small)	
209	Pail with Metal Handle, Utility pail, made with high-quality material, Dimension: 32 x 32 x 31cm, 16 Liters	
210	Pail with Metal Handle, Utility pail, made with high-quality material, Dimension: 36 x 36 x 35cm, 24 Liters	
211	Rain Coat Whole Body Large, Adult Sized Dimensions: 55" x 41" (L x W) Comes with a quality storage bag, can be closed for added protection from rain or be opened and spread out to utilize and maximize its coverage like use it as a tarp. Easy to store and carry. Reusable, perfect for emergency weather protection. Whole Body Large	
212	Rags, Cotton, Round, Color White, 8 cm	
213	Rain Boots Heavy Duty Size: Large	
214	Rain Boots, Heavy Duty, Size: Small	
215	Multi Insect Killer, Long Lasting Protection, Odorless, 600 ml	
216	Muriatic Acid, Household Grade- 14% - 16% Hydrochloric Acid Content, 1 Liter	
217	Termite control (white ant chemicals)	

218	Tissue Holder Wall Mounted 21*13.5*13.5cm	
219	Tissue wooden box (9.5*13.5*21cm)	
220	Facial tissue 3 ply 80 pulls	
221	Tissue, Bathroom tissue, 100% virgin pulp, 2 ply, 12 rolls/bundle	
222	Toilet Bowl and Urinal Cleaner, Kills 99.99% of disease causing Germs & bacteria, 1L (1000ml)	
223	Toilet Bowl Brush and Holder Set	
224	Toilet Deodorizer, Scent: Lemon and Strawberry, 50g	
225	Toilet Plunger Heavy Duty Bathroom Toilet Plunger Suction Cup with Handle, Fix Clogged Toilet, Size: Big	
226	Trash bin, Plastic with Foot Pedal, Dimension:(L x W x H)L=26x26x37 cm, Weight: 0.86 kg, Big Size 16 Liter	
227	Trash Bin, Plastic with foot Pedal, 40 Liters Dimension: (L x W x H) 41x40x60 cm, Weight: 3 kg, Big Size 40 Liter	
228	Trash Bin, Plastic and with wheels, Dimension:(L x W x H) 45x54x78 cm Weight: 3.6kg, 100 Liter	
229	Essential Oil, 100% pure, undiluted, and therapeutic grade, concentrated and not watered down, 10mL, Scent: Geranium, Jasmine, Lavender (English), Orange, Oregano, Peppermint, Rosemary, Tea Tree, Rose, Lemon	
230	<p>Refrigerator</p> <p>Specifications Net Dimensions (WxHxD): 595*1853*669mm Compressor: Digital Inverter Compressor Cooling Type: All-Around Cooling Cooling Cover, Metal Cooling Duct Shelf Material: Tempered Glass + Metal Deco Interior LED Light: Top LED</p> <p>Specifications Detail Capacity: Volume Total (Liter) 339 ℓ Volume for Freezer (Liter) 108 ℓ Volume for Fridge (Liter) 231 ℓ</p> <p>Physical specification Net Dimension (WxHxD)(mm): 595*1853*669 mm Net Width (mm): 595 mm Net Case Height with Hinge (mm): 1853 mm Net Depth with Door Handle(mm): 669 mm Packing Dimension (WxHxD)(mm): 654*1947*702 mm Packing Width (mm): 654 mm Packing Height (mm): 1947 mm Packing Depth (mm): 702 mm Net Weight (kg): 76 kg Packing Weight (kg): 81 kg Cooling Feature: No Frost, Cooling Type: All-Around Cooling</p> <p>Refrigerator Feature Number of Shelf (Total): 4 EA, Dairy Compartment: Yes Wine Rack: Yes, Number of Door Pocket: 4 EA Egg Container (Egg Tray): Yes Interior LED Light: Top LED Shelf Material: Tempered Glass + Metal Deco Number of Vegetable & Fruit Drawer: 1 EA Power Cool Function: Yes</p> <p>Freezer Feature Number of Drawer: 3 EA Power Freeze Function: Yes Ice Tray: Yes</p> <p>General Feature Door Reversible: Yes, Door Alarm: Yes Refrigerant: R-600a Compressor: Digital Inverter Compressor Cooling Cover: Metal Cooling Duct Exterior Feature: Display Type Internal Door Handle Recess</p>	

	Color: Cotta White+Cotta Charcoal Door Type: BESPOKE Energy: Energy Star Rating 3 Star Installation Counter Depth: Yes	
231	Vacuum Cleaner , Wet and Dry Vacuum Cleaner Rated Power: 800W Max Vacuum Degree: 16KPA Sewage Tank Capacity:1500ml Package Weight: 8.5kg Water Purification Tank Capacity: 3200ml	
232	Water Dispenser- Bottom Load Water Dispenser, 3 Options: Hot, Warm & Cold Dimension: H:106,W:32,D:39cm, Color: Black	
233	Ring Binder , 24 Rectangular Holes Adjust all of pull-push pins Margin adjustable range: 2.5mm-6.5mm The Maximum punch ability: 20pages (80gsm) PVC 6sheets The maximum binding ability: 500pages Hole distance: 14.3mm Metal Body	
234	Air-condition unit (window type) 1.5HP Window Type Air- conditioning Inverter with Installation Capacity: 10,445 BTU Refrigerant: R-410A EER 35C: 9.7; EER 46C: 7.1 Outdoor Power Supply (V/Ph/Hz): 220-240/1/50 Dimension (L x W x H) in mm: 660 x 680 x 428. Inverter	
235	Money Counter Machine with External LED Display Original Automatic Money Detector for Fake Money	
236	Flower Pots- S	
237	Flower Pots- M	
238	Flower Pots- L	
239	Flower Pots- XL	
240	Silverwares featuring the same design, stainless Set of: 12 pcs Teaspoon, 12 pcs Tablespoon, 12 pcs Fork	
241	Curtain, Ring Type Blackout Curtain Color: White Height: 9 feet Width: 2 meters, Material: Polyester	
242	Blackout Curtains (Floor-to-Ceiling), Length: 98 inches	
243	Blackout Curtains (8 feet)	
244	Pillow Case 28x 38 in	
245	Pillow 28x 38 in	
246	GO BAG KIT, color black and orange SURVIVAL GO BAG kit Contents: - Go Bag (Pack pack) 1 pc. - Hard Hat 1 pc. - Hot and Cold Pack 1 pc. - First Aid Kit 1 set - Trash Bag 2 pcs. - Help Banner 1 pc. - Thermal Survival Blanket 1 pc. -Light Stick 1 pc. - Cotton Gloves 1 pair, -Dust Mask 1 pc. - Face Mask Earloop 1 pc. - Thermometer Digital 1 pc. - Multi-Tool 1 pc. - Batteries AA 2 pc. - Duct Tape 1 roll - Ready to Eat Food 6 set - Mineral Water 350ML 2 btl. - Flash Light 1 pc. - Radio Portable 1 pc. - Whistle Plastic 1 pc. - Permanent Marker 1 pc. - Emergency Scissor 1 pc. - Toothbrush 1 pc. - Toothpaste 37g 1 tube - Off Lotion 50ML 1 btl. - Face Towel White 1 pc., - Tissue Roll 1 roll,	

	- Napkin 8's 1 pack, - Alcohol Isopropyl 70% 250ML 1 btl. - Bath Soap Sachet 1 pc	
247	Air Humidifier, Humidify air, suitable for use in air conditioned rooms, Touch buttons for easy operation. Adjust 3 levels of misting & timer operation, Color: White, Material: ABS Plastic, Container Volume: 5L, Capacity: 25W, Humidification: 250-340ml/hour, Automatic shut off when out of water: Yes, Voltage source: 220V/50Hz-60Hz, Range of use: Best at 25-35m ² , Weight: 101kg, Product size: 21.8x21.8x33.2	
248	Fire Extinguisher (ABC type, 10 lbs), with Holder, Powder, Based, ABC- Multiple use, Non-Conductive, Multi- Purpose use, Ideal for all classes of fire, Recommended for business and residential use	
249	Rechargeable Portable Megaphone 30W SR 966 Talk, Siren, Whistle, Voice Recording	
250	Extension wires, 4 gang, 10 meters	
251	Industrial heavy duty wheelbarrow with solid wheels Reference: 12005, Dimensions (mm): 1,100 x 640 x 700 Fixed Wheels mm: 380 Swivel wheels Tyre: Pneumatic, Weight (kg): 15, Load: 70	
252	Hard Hat	
253	Insulated Electrical Safety Gloves 6KVA	
254	Safety Harness	
255	Speaker, 15" 500W ACTIVE PLASTIC MOULDED LOUDSPEAKER, 15 inch active speaker system =Multiple handle for easy transport. Provide excellent vocal and bass performance =90° x 60° wave guide horn for wide coverage Rugged plastic mold design cabinet = Multi angle enclosure can also use as monitor. Bottom pole mount for tripod stand = Line level and direct mic input. Signal loop for extended system application =DSP management control w/5 preset settings, System Type 2 Way Bass Reflex Ce 15" Woofer (3" Voice coil size) HF 1.7" polyimide Dome Tweeter Freq. Resp. 43Hz - 20KHz, Amp. Power 500W Class D Input Impedance 20K ohms Input Gain line: +20 dBu/ Mic : +40dB Input Connector Line (RCA & XLR combo jack) Output Connector Line (XLR loop through) THD Less than 0.5%, LED indicator Power, Signal, Clip Crossover Freq. 2.5KHz, C Input 220V 50-60Hz	
256	Printer Multi Function w/ADF, 17/9.5ipm, 2.5 Color LCD screen, pigment ink, Technical Specifications Technology: Precision Core Print Head Nozzle Configuration: 400 Nozzles Black, 128 Nozzles per Color, Minimum Droplet Size: 3.3 pl, With Variable-Sized Droplet Technology, Ink Technology: Pigment ink Printing Resolution: 4,800 x 1,200 DPI All-in-One Functions, Print, Scan, Copy, FaxPanel: Type: Color, Touchscreen, Diagonal: 6.1 cm Features: Touchscreen	
257	Printer , Legal Wi-Fi All-in-One Ink Tank Printer with ADF Print, Scan, Copy, FAX with ADF USB 2.0, WIFI, Ethernet Technical Specifications Copy Function, Maximum Copy Size: A4, Letter Copy Resolution: 600 x 600 dpi, Max Copies: 99 copies Copying ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 11.0 ipm / 5.5 ipm, Scanning Scanner Type: Flatbed colour image scanner, Sensor Type: CIS, Optical Resolution: 1200 x 2400 dpi Control Panel, LCD Screen: 2.4 " Colour LCD Screen	
258	Document Scanner , Scanning:	

	Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type: Colour Contact Image Sensor Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (1 dpi increments)	
259	Extreme Portable SSD 1TB, Sky Blue USB3.2 GEN2 TYPE-C/TYPE-A	
260	Flash Drive, Ultra Dual Drive USB Type-C USB 3.1 64GB	
261	Flash Drive, USB 3.0 128gb Flash Drive	
262	2 TB Ruggedized Portable External Hard Drive Shock-Resistant USB 3.1 Gen 1	

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 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.
- (g) Brochures for the identified item/s to be bid.

Financial Documents

- (h) 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

- (i) 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

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

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

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

