

MUNICIPALITY OF SANTA FE, ROMBLON

## **PHILIPPINE BIDDING DOCUMENTS**

## for the

# PROCUREMENT OF OFFICE SUDDLIES AND OTHER SUDDLIES & MATERIALS (LOT 1-8)

Date of Public Bidding: July 26, 2024, 1:30 P.M.

Sixth Edition July 2020

# **Table of Contents**

	ry of Actonyms, Terms and Abbreviations	
	I. Invitation to Bid	
Section	II. Instruction to Bidders	9
1.	Scope of Bid	
2.	Funding Information	10
3.	Bidding Requirements	10
4.	Corrupt, Fraudulent, Collusive and Coercive Practices	10
5.	Eligible Bidders	10
6.	Origin of Goods	11
7.	Subcontracts	11
8.	Pre-Bid Conference.	12
9.	Clarification and Amendment of Bidding Documents	12
10.	Documents comprising the Bid: Eligibility and Technical Components	12
11.	Documents comprising the Bid: Financial Component	12
12.	Bid Prices	12
13.	Bid and Payment Currencies	13
14.	Bid Security	13
15.	Sealing and Marking of Bids	13
16.	Deadline for Submission of Bids	14
17.	Opening and Preliminary Examination of Bids	14
18.	Domestic Preference.	14
19.	Detailed Evaluation and Comparison of Bids	14
20.	Post-Qualification.	15
21.	Signing of the Contract	15
Section	III. Bid Data Sheet	16
	IV. General Conditions of Contract	
1.	Scope of Contract	
2.	Advance Payment and Terms of Payment	
3.	Performance Security	
4.	Inspection and Tests	
5.	Warranty	
	Liability of the Supplier	
	V. Special Conditions of Contract	
	VI. Schedule of Requirements	
	VII. Technical Specifications.	
	VIII. Checklist of Technical and Financial Documents	
	n	
	chedule	
	uring Declaration	
	al Documents for Eligibility Check (NFCC)	
	s Sworn Statement	
	ent of All Ongoing Government and Private Contracts	
Stateme	ent of Single Largest Completed Contract	97

# Glossary of Acronyms, Terms, and Abbreviations

ABC -Approved Budget for the Contract.

BAC - Bids and Awards Committee.

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

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

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

BIR - Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF - Cost Insurance and Freight.

CIP - Carriage and Insurance Paid.

CPI - Consumer Price Index.

DDP - Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI – Department of Trade and Industry.

EXW - Ex works.

FCA - "Free Carrier" shipping point.

FOB - "Free on Board" shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP - Government of the Philippines.

GPPB -Government Procurement Policy Board.

INCOTERMS - International Commercial Terms.

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

LGUs - Local Government Units.

NFCC - Net Financial Contracting Capacity.

NGA - National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA - Philippine Statistics Authority.

SEC - Securities and Exchange Commission.

SLCC - Single Largest Completed Contract.

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

UN - United Nations.

# Section I. Invitation to Bid



#### Republic of the Philippines Province of Romblon MUNICIPALITY OF SANTA FE

-000-

#### THE BIDS AND AWARDS COMMITTEE

# INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES AND OTHER SUPPLIES & MATERIALS (LOT 1-5)

1. The Municipal Government of Santa Fe, Romblon, through the General Fund 2024 and GAD Fund 2024<sup>1</sup> intends to apply the sum of Two Hundred Thirty Nine Thousand Sixty Nine Pesos & 94/100 (Php239,069.94) being the Approved Budget for the Contract (ABC) to payments under the contract for "Procurement of Office Supplies and Other Supplies & Materials (Lot 1-8) (ITB No. 2024-0050)". Bids received in excess of the ABC shall be automatically rejected at bid opening. Bidders may participate for any one or all lots.

LOT NO.	NAME OF PROJECT	ABC
Lot 1	Military and Police Supplies	P 20,000.00
Lot 2	Operationalization of GAD Office and Maintenance of GAD Database (Office Supplies)	P 49,786.00
Lot 3	Office Supplies (MNAO)	P 20,000.00
Lot 4	Office Supplies (MPDC)	P 54,160.00
Lot 5	Other Supplies & Materials (MNAO)	P 31,450.00
Lot 6	Equipping and Operationalization of Municipal Tourism and Culture and the Arts Information Center (Other Supplies & Materials)	P 25,000.00
Lot 7	Other Supplies & Materials (MPDC)	P 17,123.94
Lot 8	Other Supplies & Materials (MCR)	P 21,550.00

- 2. The Municipal Government of Santa Fe, Romblon now invites bids for the above Procurement Project. Delivery of Goods is required thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder. Bidders should have completed, within the last three (3) 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).
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

- Prospective Bidders may obtain further information from Municipal Government of Santa Fe
  and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.
- 5. A complete set of Bidding Documents may be acquired by interested Bidders on July 5, 2024 to July 26, 2024 from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Pesos (P500.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

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

- Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before <u>July 26, 2024 at 1:30 P.M.</u> Late bids shall not be accepted.
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
- Bid opening shall be on <u>July 26, 2024 at 1:30 P.M.</u> at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 9. The Municipal Government of Santa Fe, Romblon 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 Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 10. For further information, please refer to:

ENGR. REYNALD T. SOLANOY

Municipal Assessor/LGU-BAC Chairperson Municipality of Santa Fe Province of Romblon Telephone No. **0917-154-2647** 

relephone No. <u>0917-134-2047</u>

Email Address: stafebac2023@gmail.com

11. You may visit the website listed below:

For downloading of Bidding Documents: http://www.staferomblon.gov.ph

# Section II. Instructions to Bidders

#### 1. Scope of Bid

The Procuring Entity, Municipal Government of Santa Fe, Romblon wishes to receive Bids for the Procurement of Office Supplies and Other Supplies & Materials (Lot 1-8), with identification number ITB No. 2024-0050

The Procurement Project (referred to herein as "Project") is composed of eight (8) lots, the details of which are described in Section VII (Technical Specifications).

#### 2. Funding Information

- The GOP through the source of funding as indicated below for General Fund 2024 and GAD Fund 2024 in the amount of Two Hundred Thirty Nine Thousand Sixty Nine Pesos & 94/100 (P239,069.94).
- 2.2. The source of funding is:

LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

#### 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.

#### 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.

#### Eligible Bidders

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

- Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - For the procurement of Expandable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [Select either failure or monopoly of bidding based on market research conducted]
    - Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) in the case of non-expandable supplies and services or twenty-five percent (25%) in the case of expandable supplies] of the ABC for this Project; and
    - The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### 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.

#### 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:

b. subcontracting is not allowed.

#### 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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.

#### 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 Clause5.3 should have been completed within the last three 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.

#### 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - For Goods offered from within the Procuring Entity's country:

- The price of the Goods quoted EXW (ex-works, ex-factory, exwarehouse, ex-showroom, or off-the-shelf, as applicable);
- The cost of all customs duties and sales and other taxes already paid or payable;
- 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.

#### 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.
- Payment of the contract price shall be made in Philippine Pesos.

#### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.
- 14.2. The Bid and bid security shall be valid within 120 Calendar Days from the Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### Sealing and Marking of Bids

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

<sup>&</sup>lt;sup>2</sup> 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.

In addition, each bidder shall submit two (2) 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.

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 disgualified.

#### 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.

 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. Interested 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:

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

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

#### 20. Post-Qualification

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

#### 21. Signing of the Contract

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

# Section III. Bid Data Sheet

# **Bid Data Sheet**

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be:
	a. Sale and delivery of:  Lot 1-4 – Office Supplies  Lot 5-8 – Office Equipment and Furniture
	<ul> <li>completed within three (3) years prior to the deadline for the submission an receipt of bids.</li> </ul>
	c. Prospective bidders need to submit one SLCC per lot
	Note: Use the prescribed forms for the Statement of SLCC provided in this Biddin Documents. Using other forms not prescribed in this bidding documents is groun for disqualification of bids.
7.1	Subcontracting is not allowed.
10.1	The first envelope shall contain the eligibility and technical documents of the Bid a specified in Section VIII (Checklist of Technical and Financial Documents)
	Please follow the additional provisions:
	<ol> <li>For bid Security, if the bidder opted to submit Bid Securing Declaration, use the prescribed form provided in this Bidding Document</li> <li>For NFCC, Statement of SLCC and Statement of All Ongoing and Private Contracts, the prospective bidder should use the prescribed form provided in this Bidding Document</li> <li>NFCC computation should be pursuant to Section 23.4.1.4 of the 2016 revise</li> </ol>
	IRR of RA No. 9184  4. Please provide or present brochure of equipment and furniture for Lot 5-8 o bid opening
	Using other forms not prescribed in this Bidding Document is a ground for disqualification of bids.
12	The price of the Goods shall be quoted DDP Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon inclusive of applicable taxes and freight charges or the applicable International Commercial Terms (INCOTERMS) for this Project.

		BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond	
		Lot 1	P 400.00	P 400.00	P 1,000.00	
		Lot 2	P 995.72	P 995.72	P 2,489.30	
		Lot 3	P 400.00	P 400.00	P 1,000.00	-
		Lot 4	P 1,083.20	P 1,083.20	P 2,708.00	
		Lot 5	P 629.00	P 629.00	P 1,572.50	
		Lot 6	P 500.00	P 500.00	P 1,250.00	
		Lot 7	P 342.48	P 342.48	P 856.20	
		Lot 8	P 431.00	P 431.00	P 1,077.50	
19.3	94/1	00 (P 239,06	9.94) broken into the	following lots:	ousand Sixty Nine Pe	9808
19.3	94/1	00 (P 239,06	(9.94) broken into the	following lots:	ABC	9808
19.3	94/1	Lot No. Lot 1 Lot 2	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D	following lots:  Project  plies  AD Office and		9808
19.3	94/1	Lot No. Lot 1 Lot 2	Name of I Military and Police Sup	Project plies AD Office and atabase (Office	ABC P 20,000.00	9808
19.3	94/1	Lot No. Lot 1 Lot 2	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D Supplies)	Project plies AD Office and atabase (Office	ABC P 20,000.00 P 49,786.00	9808
19.3	94/1	Lot No. Lot 1 Lot 2 Lot 3 Lot 4	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D Supplies) Office Supplies (MNAO	following lots:  Project  plies  AD Office and atabase (Office	ABC P 20,000.00 P 49,786.00 P 20,000.00	
19.3	The 94/1	Lot No. Lot 1 Lot 2 Lot 3 Lot 4 Lot 5 Lot 6	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D Supplies) Office Supplies (MNAO Office Supplies (MPDC Other Supplies & Mater Equipping and Operation Municipal Tourism and Information Center (Other	Project plies AD Office and atabase (Office  )  rials (MNAO)  onalization of Culture and the Arts	ABC P 20,000.00 P 49,786.00 P 20,000.00 P 54,160.00	
19.3	The 94/1	Lot No. Lot 1 Lot 2 Lot 3 Lot 4 Lot 5 Lot 6	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D Supplies) Office Supplies (MNAO Office Supplies (MPDC Other Supplies & Mater Equipping and Operation Municipal Tourism and	Project plies AD Office and atabase (Office  ) rials (MNAO) conalization of Culture and the Arts her Supplies &	ABC P 20,000.00 P 49,786.00 P 20,000.00 P 54,160.00 P 31,450.00	
19.3	The 94/1	Lot No. Lot 1 Lot 2 Lot 3 Lot 4 Lot 5 Lot 6	Name of I Military and Police Sup Operationalization of G Maintenance of GAD D Supplies) Office Supplies (MNAO Office Supplies (MPDC Other Supplies & Mater Equipping and Operatio Municipal Tourism and Information Center (Oth	Project plies AD Office and atabase (Office  )  rials (MNAO) pnalization of Culture and the Arts her Supplies &	ABC P 20,000.00 P 49,786.00 P 20,000.00 P 54,160.00 P 31,450.00 P 25,000.00	

# Section IV. General Conditions of Contract

#### 1. Scope of Contract

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

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

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

#### 2. Advance Payment and Terms of Payment

- 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section VII (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

#### 5. Warranty

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

#### 6. Liability of the Supplier

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

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

# Section V. Special Conditions of Contract

**Special Conditions of Contract** 

GCC Clause	
1	Delivery and Documents –
	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:
	The delivery terms applicable to this Contract are delivered on project site at Municipal Hall-Poblacion, Santa Fe, 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.
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:
	(i) Original and three (3) copies of the Supplier's Invoice showing Goods', description quantity, unit price and total amount;
	(ii) Original and three (3) copies of delivery receipt
	For purpose of this Clause the Procuring Entity's Representative at the Project Site are Ms. Ruth V. Gallos and Mr. Erwin B. Gusi.
	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:
	<ul> <li>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> </ul>
	<ul> <li>furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> </ul>
	<ul> <li>furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ul>
	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
	<ul> <li>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.</li> </ul>
	f. [Specify additional incidental service requirements, as needed.]

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 -

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

- 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:
  - advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - 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 [indicate here the time period specified. If not used indicate a time period of three times the warranty period].

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

#### Packaging -

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

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

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.

#### Transportation -

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.

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.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

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.

#### Intellectual Property Rights -

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are actual inspection and testing of the goods delivered.

# 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.

Lot 1 - Military and Police Supplies

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BROWN ENVELOPE, long, ordinary	100 pcs	100 pcs	
2	FOLDER, white, long	122 pcs	122 pcs	Within 30 working days
3	PAPER FASTENER, plastic coated	5 boxes	5 boxes	after supplier's
4	PAPER CLIP, vinyl/plastic coated, 50mm	4 boxes	4 boxes	receipt of Notice to Proceed
5	BOND PAPER, subs 20, A4	35 reams	35 reams	31.113.133.133.133.133.133.133.133.133.
6	BOND PAPER, subs 20, long	22 reams	22 reams	4105300740 A9082 500Y-6
7	INK GENUINE EPSON INK #003, yellow	3 pcs	3 pcs	Within 30 working days
8	INK GENUINE EPSON INK #003, magenta	3 pcs	3 pcs	after supplier's
9	BALLPEN, ordinary, black	2 boxes	2 boxes	receipt of Notice to Proceed
10	SCISSOR, heavy duty, big	2 pcs	2 pcs	1 110,000 10 1 100000
11	TRANSPARENT TAPE, width 1 inch, length 200m	4 pcs	4 pcs	
12	TRANSPARENT TAPE, width 2 inches, length 200m	4 pcs	4 pcs	Within 30 working days
13	GLUE, all purpose, 130 grams	4 pcs	4 pcs	after supplier's receipt
14	CORRECTION TAPE, 5mmx10m	3 pcs	3 pcs	of Notice to Proceed
15	RECORD BOOK, 300pages	4 pcs	4 pcs	
16	STAPLER #35 w/built-in wire remover, heavy duty, standard	2 pcs	2 pcs	Within 30 working days after supplier's
17	STAPLE WIRE #35, standard	5 boxes	5 boxes	receipt of Notice to Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature over printed name	Date

Lot 2 - Operationalization of GAD Office and Maintenance of GAD Database (Office Supplies)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BOND PAPER, multi-purpose, A4 subs 24/80	25 reams	25 reams	Within 30 working
2	DIGITAL PAPER, A4 subs 30/100gsm	5 reams	5 reams	days
3	AIR FRESHENER, lemon, 320ml	5 bottles	5 bottles	after supplier's
4	PAPER CLIP, vinyl, plastic coated, 33mm	5 boxes	5 boxes	receipt of Notice to Proceed
5	PAPER CLIP, vinyl, plastic coated, 50mm	5 boxes	5 boxes	
6	BALLPEN 1419, 0.5mm, ballpoint, doodle fine, black, 25s/tube	2 tubes	2 tubes	
7	EXTENSION WIRE, heavy duty, 10m, 4 gangs	1 piece	1 piece	Within 30 working days
8	HDMI CABLE, 15meters, heavy duty	1 piece	1 piece	after supplier's
9	GENUINE CANON INK CODE: GI-76, black	8 bottles	8 bottles	receipt of Notice to Proceed
10	GENUINE CANON INK CODE: GI-76, cyan	8 bottles	8 bottles	
11	GENUINE CANON INK CODE: GI-76, yellow	8 bottles	8 bottles	1000000
12	GENUINE CANON INK CODE: GI-76, magenta	8 bottles	8 bottles	Within 30 working days
13	BROWN ENVELOPE, long, ordinary	100 pieces	100 pieces	after supplier's receipt
14	WHITE GLUE, all purpose, 240g	2 jars	2 jars	of Notice to Proceed
15	STAPLER with staple wire No.35	2 pieces	2 pieces	
16	PROFESSIONAL HEAVY DUTY LONG REACH STAPLER with staples No. 23/13	1 piece	1 piece	Within 30 working
17	STAPLE wire No. 23/13	5 boxes	5 boxes	days after supplier's
18	SCISSORS, heavy duty, big	2 pieces	2 pieces	receipt
19	ALCOHOL, ISOPROPHYL, 70%, 500ml	10 bottles	10 bottles	of Notice to Proceed
20	PUSHPINS, 100s	2 boxes	2 boxes	Within 30 working
21	INK REFILL, permanent marker, black	2 bottles	2 bottles	days
22	INK REFILL, for whiteboard marker, black	1 bottle	1 bottle	after supplier's receipt
23	FASTENER, plastic, 7cm, 50's	5 boxes	5 boxes	of Notice to Proceed

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
24	EXPANDED FOLDER with tab, A4, green	50 pieces	50 pieces	
25	BINDER CLIP, 2inch	5 boxes	5 boxes	Within 30 working
26	BINDER CLIP, 1inch	5 boxes	5 boxes	days after supplier's
27	PRB, 51mm (361-400 pages), white 10/pack	2 packs	2 packs	receipt of Notice to Proceed
28	COTTON THREAD WAX CORD, 2.0mm, high quality, 10 yards/roll, white	5 rolls	5 rolls	
29	TISSUE, 3ply, 150pulls, 12rolls/pack	10 packs	10 packs	
30	HIGH QUALITY PLASTIC STORAGE with cover, 17.5"x9.5", black	5 pieces	5 pieces	Within 30 working days
31	SPECIAL BOARD, 220gsm, A4	10 packs	10 packs	after supplier's receipt
32	RECORD BOOK, 250pages	5 pieces	5 pieces	of Notice to Proceed
33	STAMP PAD with blue ink	1 piece	1 piece	
34	GEL PEN, black, 0.7 ballpoint, 12s	2 boxes	2 boxes	
35	WHITE FOLDER, long	100 pieces	100 pieces	Within 30 working days
36	CLEAR TAPE, 1", 200m	10 pieces	10 pieces	after supplier's
37	WHITE FOLDER, long	100 pieces	100 pieces	receipt of Notice to Proceed
38	CLEAR TAPE, 1", 200m	10 pieces	10 pieces	011101100 101100000
39	CLEAR TAPE, 2", 200m	10 pieces	10 pieces	
40	PLASTIC ENVELOPE with handle & zipper, white expandable, long	25 pieces	25 pieces	Within 30 working days
41	COLORED PAPER, pastel, 250 sheets, 80gsm, A4	2 reams	2 reams	after supplier's receipt
42	COLORED PAPER, neon, 250 sheets, 80gsm, A4	2 reams	2 reams	of Notice to Proceed
43	HIGHLIGHTER, neon green	10 pieces	10 pieces	
44	DETERGENT POWDER, sunrise fresh, twinpack, 6s	6 packs	6 packs	Within 30 working days
45	PHOTOPAPER, glossy, A4, 20's	10 packs	10 packs	after supplier's
46	STICKER PAPER, waterproof, glossy, A4, 20's	10 packs	10 packs	receipt of Notice to Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature over printed name	Date

Lot 3 - Office Supplies (MNAO)

ltem Number	Description	Quantity	Total	Delivered, Weeks/Months
1	BALLPEN, super fine, 0.5mm, black, 12s	2 boxes	2 boxes	
2	BALLPEN, super fine, 0.5mm, blue, 12s	2 boxes	2 boxes	Within 30 working days
3	BATTERY, rechargeable, AA, 4s	1 pack	1 pack	after supplier's receipt
4	CLIP, backfold, 19mm, 12s	14 boxes	14 boxes	of Notice to Proceed
5	CLIP, backfold, 25mm, 12s	10 boxes	10 boxes	
6	CLIP, backfold, 32mm, 12s	10 boxes	10 boxes	
7	CLIP, backfold, 50mm, 12s	10 boxes	10 boxes	Within 30 working days
8	CORRECTION TAPE, 5mmx12m	10 pcs	10 pcs	after supplier's receipt
9	DETERGENT long bar, 370g, 6s	1 set	1 set	of Notice to Proceed
10	DETERGENT POWDER, 65grams, 12s	3 sets	3 sets	
11	DISINFECTANT AIR FRESHENER SPRAY, aerosol, 250ml	2 cans	2 cans	
12	EPSON 3210 INK, 003BK genuine	5 bottle	5 bottle	Within 30 working days
13	EPSON 3210 INK, 003Y genuine	5 bottle	5 bottle	after supplier's receipt of Notice to Proceed
14	EPSON 3210 INK, 003M genuine	5 bottle	5 bottle	of Notice to Proceed
15	EPSON 3210 INK, 003C genuine	5 bottle	5 bottle	
16	FLASH DRIVE Specifications: capacity: 64GB, Speed USB 3.2 Gen 1 complaint; compatible with Windows 11, 10, macOS (v.10.15.x+), Linux (v.4.4+), chrome OS; Dimensions: 60.7mmx21mmx10.2mm; Weight, 8g	2 pcs	2 pcs	Within 30 working days after supplier's receipt of Notice to Proceed
17	FURNITURE CLEANER, 330ml	2 cans	2 cans	
18	HAND SOAP, liquid, 4L	1 gallon	1 gallon	
19	INSECTICIDE with citronella oil, aerosol type, 500ml	2 cans	2 cans	Within 30 working days
20	PAPER, MULTI-PURPOSE, A4, 70gsm, 5reams	3 bundle	3 bundle	after supplier's receipt of Notice to Proceed
21	PAPER, MULTI-PURPOSE, legal, 70gsm, 5reams	3 bundle	3 bundle	
22	PENCIL No.2, yellow, with eraser, 12s	2 boxes	2 boxes	

reby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Lot 4 - Office Supplies (MPDC)

ltem Number	Description	Quantity	Total	Delivered, Weeks/Months
1	ACETATE, clear PVC binding cover, 0.2mm thickness, A4, 100 sheets/pack	1 pack	1 pack	Within 30
2	ACETATE, clear PVC binding cover, 0.2mm thickness, legal, 100 sheets/pack	1 pack	1 pack	working days after supplier's
3	ALCOHOL, 70% solution with dual moisturizer, 500 mL	6 bottles	6 bottles	receipt
4	BALLPEN, black, 0.5mm, water resistant ink, 12 pcs/box	3 boxes	3 boxes	of Notice to Proceed
5	BATTERY, dry cell, AA, heavy duty, (4 pcs in pack)	3 packs	3 packs	
6	BATTERY, dry cell, AAA, heavy duty, (4 pcs in pack)	3 packs	3 packs	Watering cons
7	BROOM (walis tambo), thick, wood handle	2 pcs	2 pcs	Within 30 working days
8	CORK BOARD, 450*600mm, with wooden frame, with 1 box push pins	2 pcs	2 pcs	after supplier's receipt
9	ENVELOPE, brown, legal	50 pcs	50 pcs	of Notice to Proceed
10	FURNITURE CLEANER, 330ml, lemon	1 can	1 can	1100000
11	HDMI, cable, black, 10 meters; resolution:1080P 60Hz/4K 60 Hz, HDMI male to male 2.0, 3D High Speed HDMI Laptop to TV for monitor, AWG: 26+28AWG, version: 1.4/HDMI 2.0	1 unit	1 unit	Within 30
12	INK, GT 52 HP (Yellow)	1 bottle	1 bottle	working days
13	INK Epson 003 (Black)	2 bottles	2 bottles	after supplier's receipt
14	INK Epson 003 (Magenta)	2 bottles	2 bottles	
15	INK Epson 003 (Yellow)	1 bottle	1 bottle	1,10000
16	INK Epson 008 (Black), 135 ml, pigmented	4 bottles	4 bottles	
17	INK Epson 008 (Magenta), 70ml, pigmented	2 bottles	2 bottles	
18	INK Epson 008 (Cyan), 70 ml, pigmented	2 bottles	2 bottles	
19	INK Epson 008 (Yellow), 70ml, pigmented	2 bottles	2 bottles	Within 30
20	INTERNET SECURITY, 10 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup‡‡,4, Password Manager, VPN private internet connection, Parental Control‡	1 unit	1 unit	working days after supplier's receipt of Notice to Proceed
21	NOTEPAD, stick on 50mm x 76mm (2"x3") min	2 pads	2 pads	
22	PAPERCLIP, vinyl, 33mm	2 boxes	2 boxes	

23	PAPER, MULTICOPY, A4, 80 gsm	50 reams	50 reams	
24	PAPER, MULTICOPY, legal, 80 gsm	25 reams	25 reams	
25	PENCIL, No. 2 with eraser, 12 pcs/box	2 boxes	2 boxes	
26	PLASTIC COMB BINDING RINGS, PVC, legal, 23 holes, 16mm: Approx 150 sheets binding, black, 100 pcs/box	1 box	1 box	
27	PLASTIC COMB BINDING RINGS, PVC, A4, 21 holes, 14mm: Approx 110 sheets binding, black, 100 pcs/box	1 box	1 box	
28	RAG, round, cotton, diameter: 18cm	50 pcs	50 pcs	
29	RECHARGEABLE BATTERY AA, with US plug 4 slots LCD Display smart battery charger included, design for wireless microphone, capacity: 2000mAh, battery type: lithium-ion, cycle life: 1200 times, 4pcs/pack	1 pack	1 pack	Within 30 working days after supplier's receipt of Notice to Proceed
30	STAPLE WIRE, No. 35 (26/6), sharp tips, can staple up to 25 sheets	2 boxes	2 boxes	
31	TOILET TISSUE PAPER, 3-ply, (12 rolls per pack)	4 packs	4 packs	
32	TONER TN3448, can print up to 12,000 pages	1 unit	1 unit	
33	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream	3 packs	3 packs	
34	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream	4 packs	4 packs	

Lot 5 - Other Supplies & Materials (MNAO)

ltem Number	Description	Quantity	Total	Delivered, Weeks/Months
1	FREE STANDING WATER DISPENSER cold water, fast heating, hot water; 420W;12kg;220V; with mini storage cabinet	1 unit	1 unit	
2	HIGH-BACK ERGONOMIC ADJUSTABLE COMPUTER CHAIR with headrest and lumbar support: back tilt tension, 90 degrees – 180 degrees; hydraulic, level 4 100mm SGS certified; Inner structure, sturdy metal frame, padded soft sponge; outer material, durable PU leather, skinfriendly; weight capacity, 160kg; package weight, 22kg	1 unit	1 unit	Within 30 working days after supplier's receipt of Notice to Proceed
3	MONOBLOCK CHAIR, white, plastic	15 pcs	15 pcs	
4	WATER GALLON, 20L (5gal), capacity	2 pcs	2 pcs	
5	BUTANE GAS CASSETTE PORTABLE STOVE FUEL NOZZLE TYPE cartridge canister, 28s	2 box	2 box	

reby certify to comply and deliver a	II the above requirements.	

Lot 6 – Equipping and Operationalization of Municipal Tourism and Culture and the Arts Information Center (Other Supplies & Materials)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	FREE STANDING WATER DISPENSER Hot, cold and warm, child-lock safety for hot water switch, built-in cabinet, with free (2) 5-gallon tube with refill	1 piece	1 piece	Within 30 working days
2	VISITOR'S CHAIR, leatherette, with armrest	2 pieces	2 pieces	after supplier's receipt of Notice to Proceed
3	FOLDING TABLE, 180cm, heavy duty, white	1 piece	1 piece	

### 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.

Lot 7 - Other Supplies & Materials (MPDC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR PURIFIER  ➤ Coverage area: 16-27 sq.meters  ➤ Odour elimination  ➤ Area efficiency: 76sq.m./hr  ➤ Compact size and small footprint  ➤ High-efficiency filtration – traps 99.97% of particles (0.3 microns)  ➤ Filter time: 6-12 months  ➤ Rated Voltage: DC 24V  ➤ Rated Power: 27 W  ➤ Particle's Clean Air Delivery Rate (CADR Particle): 230 m3/hr	2 units	2 units	Within 30 working days after supplier's receipt of Notice to Proceed
2	OFFICE CHAIR  Breathable Fabric Materials  Super Strong Steel Feet  Class 4 gas cylinder  Multi-tilt mechanism  Ergonomic Design (neck, spinal, lumbar & hip support)  With footrest	1 unit	1 unit	

I hereby certify to comply and deliver a	Il the above requirements.	
Name of Company/Bidder	Signature over printed name	 Date

### 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.

Lot 8 - Other Supplies & Materials (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	OFFICE TABLE WITH SIDE DRAWERS  Melamine Board Top (Laminated) Frame and drawers are made of heavy duty cold rolled steel Side drawers with centralized lock Scratch resistance Color: Light Gray Frame and Dark Walnut Top Dimension: H75 x L120 x D60 cm	1 piece	1 piece	Within 30 working day after supplier's receip of Notice to Proceed
2	SMALL OFFICE TABLE WITH DRAWER  Swing door cabinet  With side drawer  Dimension: L80 x W49 x H76 cm  Materials: Laminated MDF	1 piece	1 piece	
3	UPHOLSTERED GUEST CHAIR  ➤ Fabric seat and back rest	1 piece	1 piece	

hereby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

### Section VII. Technical Specifications

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 1 - Military and Police Supplies

ltem	Specification	Statement of Compliance
1	BROWN ENVELOPE, long, ordinary	
2	FOLDER, white, long	
3	PAPER FASTENER, plastic coated	
4	PAPER CLIP, vinyl/plastic coated, 50mm	
5	BOND PAPER, subs 20, A4	
6	BOND PAPER, subs 20, long	
7	INK GENUINE EPSON INK #003, yellow	
8	INK GENUINE EPSON INK #003, magenta	
9	BALLPEN, ordinary, black	
10	SCISSOR, heavy duty, big	
11	TRANSPARENT TAPE, width 1 inch, length 200m	
12	TRANSPARENT TAPE, width 2 inches, length 200m	
13	GLUE, all purpose, 130 grams	
14	CORRECTION TAPE, 5mmx10m	
15	RECORD BOOK, 300pages	
16	STAPLER #35 w/built-in wire remover, heavy duty, standard	
17	STAPLE WIRE #35, standard	

ereby certify to comply and deliver a	Il the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 2 - Operationalization of GAD Office and Maintenance of GAD Database (Office Supplies)

ltem	Specification	Statement of Compliance
1	BOND PAPER, multi-purpose, A4 subs 24/80	***
2	DIGITAL PAPER, A4 subs 30/100gsm	200
3	AIR FRESHENER, lemon, 320ml	
4	PAPER CLIP, vinyl, plastic coated, 33mm	
5	PAPER CLIP, vinyl, plastic coated, 50mm	
6	BALLPEN 1419, 0.5mm, ballpoint, doodle fine, black, 25s/tube	
7	EXTENSION WIRE, heavy duty, 10m, 4 gangs	
8	HDMI CABLE, 15meters, heavy duty	
9	GENUINE CANON INK CODE: GI-76, black	
10	GENUINE CANON INK CODE: GI-76, cyan	
11	GENUINE CANON INK CODE: GI-76, yellow	
12	GENUINE CANON INK CODE: GI-76, magenta	
13	BROWN ENVELOPE, long, ordinary	
14	WHITE GLUE, all purpose, 240g	
15	STAPLER with staple wire No.35	
16	PROFESSIONAL HEAVY DUTY LONG REACH STAPLER with staples No. 23/13	
17	STAPLE wire No. 23/13	
18	SCISSORS, heavy duty, big	
19	ALCOHOL, ISOPROPHYL, 70%, 500ml	
20	PUSHPINS, 100s	
21	INK REFILL, permanent marker, black	
22	INK REFILL, for whiteboard marker, black	
23	FASTENER, plastic, 7cm, 50's	
24	EXPANDED FOLDER with tab, A4, green	
25	BINDER CLIP, 2inch	
26	BINDER CLIP, 1inch	
27	PRB, 51mm (361-400 pages), white 10/pack	
28	COTTON THREAD WAX CORD, 2.0mm, high quality, 10 yards/roll, white	
29	TISSUE, 3ply, 150pulls, 12rolls/pack	
30	HIGH QUALITY PLASTIC STORAGE with cover, 17.5"x9.5", black	
31	SPECIAL BOARD, 220gsm, A4	
32	RECORD BOOK, 250pages	
33	STAMP PAD with blue ink	
34	GEL PEN, black, 0.7 ballpoint, 12s	
35	WHITE FOLDER, long	

ltem	Specification	Statement of Compliance
36	CLEAR TAPE, 1", 200m	
37	WHITE FOLDER, long	
38	CLEAR TAPE, 1", 200m	
39	CLEAR TAPE, 2", 200m	
40	PLASTIC ENVELOPE with handle & zipper, white expandable, long	
41	COLORED PAPER, pastel, 250 sheets, 80gsm, A4	
42	COLORED PAPER, neon, 250 sheets, 80gsm, A4	
43	HIGHLIGHTER, neon green	
44	DETERGENT POWDER, sunrise fresh, twinpack, 6s	
45	PHOTOPAPER, glossy, A4, 20's	
46	STICKER PAPER, waterproof, glossy, A4, 20's	

by certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 3 - Office Supplies (MNAO)

ltem	Specification	Statement of Compliance
1	BALLPEN, super fine, 0.5mm, black, 12s	
2	BALLPEN, super fine, 0.5mm, blue, 12s	
3	BATTERY, rechargeable, AA, 4s	
4	CLIP, backfold, 19mm, 12s	
5	CLIP, backfold, 25mm, 12s	
6	CLIP, backfold, 32mm, 12s	
7	CLIP, backfold, 50mm, 12s	
8	CORRECTION TAPE, 5mmx12m	
9	DETERGENT long bar, 370g, 6s	
10	DETERGENT POWDER, 65grams, 12s	
11	DISINFECTANT AIR FRESHENER SPRAY, aerosol, 250ml	A STATE OF THE STA
12	EPSON 3210 INK, 003BK genuine	
13	EPSON 3210 INK, 003Y genuine	
14	EPSON 3210 INK, 003M genuine	
15	EPSON 3210 INK, 003C genuine	
16	FLASH DRIVE Specifications: capacity: 64GB, Speed USB 3.2 Gen 1 complaint; compatible with Windows 11, 10, macOS (v.10.15.x+), Linux (v.4.4+), chrome OS; Dimensions: 60.7mmx21mmx10.2mm; Weight, 8g	
17	FURNITURE CLEANER, 330ml	
18	HAND SOAP, liquid, 4L	
19	INSECTICIDE with citronella oil, aerosol type, 500ml	
20	PAPER, MULTI-PURPOSE, A4, 70gsm, 5reams	
21	PAPER, MULTI-PURPOSE, legal, 70gsm, 5reams	
22	PENCIL No.2, yellow, with eraser, 12s	

I hereby certify to comply and deliver all the above requirements.

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 4 - Office Supplies (MPDC)

ltem	Specification	Statement of Compliance
1	ACETATE, clear PVC binding cover, 0.2mm thickness, A4, 100 sheets/pack	2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2: 2
2	ACETATE, clear PVC binding cover, 0.2mm thickness, legal, 100 sheets/pack	
3	ALCOHOL, 70% solution with dual moisturizer, 500 mL	
4	BALLPEN, black, 0.5mm, water resistant ink, 12 pcs/box	Access of the Control
5	BATTERY, dry cell, AA, heavy duty, (4 pcs in pack)	
6	BATTERY, dry cell, AAA, heavy duty, (4 pcs in pack)	
7	BROOM (walis tambo), thick, wood handle	
8	CORK BOARD, 450*600mm, with wooden frame, with 1 box push pins	N
9	ENVELOPE, brown, legal	
10	FURNITURE CLEANER, 330ml, lemon	
11	HDMI, cable, black, 10 meters; resolution:1080P 60Hz/4K 60 Hz, HDMI male to male 2.0, 3D High Speed HDMI Laptop to TV for monitor, AWG: 26+28AWG, version: 1.4/HDMI 2.0	10
12	INK, GT 52 HP (Yellow)	
13	INK Epson 003 (Black)	-411
14	INK Epson 003 (Magenta)	
15	INK Epson 003 (Yellow)	
16	INK Epson 008 (Black), 135 ml, pigmented	
17	INK Epson 008 (Magenta), 70ml, pigmented	
18	INK Epson 008 (Cyan), 70 ml, pigmented	
19	INK Epson 008 (Yellow), 70ml, pigmented	
20	INTERNET SECURITY, 10 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup‡‡,4, Password Manager, VPN private internet connection, Parental Control‡	
21	NOTEPAD, stick on 50mm x 76mm (2"x3") min	
22	PAPERCLIP, vinyl, 33mm	

item	Specification	Statement of Compliance
23	PAPER, MULTICOPY, A4, 80 gsm	
24	PAPER, MULTICOPY, legal, 80 gsm	
25	PENCIL, No. 2 with eraser, 12 pcs/box	
26	PLASTIC COMB BINDING RINGS, PVC, legal, 23 holes, 16mm: Approx 150 sheets binding, black, 100 pcs/box	
27	PLASTIC COMB BINDING RINGS, PVC, A4, 21 holes, 14mm: Approx 110 sheets binding, black, 100 pcs/box	
28	RAG, round, cotton, diameter: 18cm	
29	RECHARGEABLE BATTERY AA, with US plug 4 slots LCD Display smart battery charger included, design for wireless microphone, capacity: 2000mAh, battery type: lithium-ion, cycle life: 1200 times, 4 pcs/pack	
30	STAPLE WIRE, No. 35 (26/6), sharp tips, can staple up to 25 sheets	
31	TOILET TISSUE PAPER, 3-ply, (12 rolls per pack)	
32	TONER TN3448, can print up to 12,000 pages	
33	VELLUM PAPER, 200gsm, 10 sheets, A4, pale cream	
34	VELLUM PAPER, 200gsm, 10 sheets, legal, pale cream	

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 5 - Other Supplies & Materials (MNAO)

ltem	Specification	Statement of Compliance
1	FREE STANDING WATER DISPENSER cold water, fast heating, hot water: 420W;12kg;220V; with mini storage cabinet	-
2	HIGH-BACK ERGONOMIC ADJUSTABLE COMPUTER CHAIR with headrest and lumbar support: back tilt tension, 90 degrees – 180 degrees; hydraulic, level 4 100mm SGS certified; Inner structure, sturdy metal frame, padded soft sponge; outer material, durable PU leather, skin-friendly; weight capacity, 160kg; package weight, 22kg	
3	MONOBLOCK CHAIR, white, plastic	
4	WATER GALLON, 20L (5gal), capacity	
5	BUTANE GAS CASSETTE PORTABLE STOVE FUEL NOZZLE TYPE cartridge canister, 28s	

eby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 6 – Equipping and Operationalization of Municipal Tourism and Culture and the Arts Information Center (Other Supplies & Materials)

ltem	Specification	Statement of Compliance
1	FREE STANDING WATER DISPENSER  Hot, cold and warm, child-lock safety for hot water switch, built-in cabinet, with free (2) 5-gallon tube with refill	
2	VISITOR'S CHAIR, leatherette, with armrest	
3	FOLDING TABLE, 180cm, heavy duty, white	

eby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 7 - Other Supplies & Materials (MPDC)

Item	Specification	Statement of Compliance
1	AIR PURIFIER  Coverage area: 16-27 sq.meters  Odour elimination  Area efficiency: 76sq.m./hr  Compact size and small footprint  High efficiency filtration – traps 99.97% of particles (0.3 microns)  Filter time: 6-12 months  Rated Voltage: DC 24V  Rated Power: 27 W  Particle's Clean Air Delivery Rate (CADR Particle): 230 m3/hr	2 units
2	OFFICE CHAIR  Breathable Fabric Materials  Super Strong Steel Feet  Class 4 gas cylinder  Multi-tilt mechanism  Ergonomic Design (neck, spinal, lumbar & hip support)  With footrest	1 unit

hereby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

### Lot 8 - Other Supplies & Materials (MCR)

Item	Specification	Statement of Compliance
	OFFICE TABLE WITH SIDE DRAWERS	
	Melamine Board Top (Laminated)	
	Frame and drawers are made of heavy duty cold rolled steel	
	Side drawers with centralized lock	
	Scratch resistance	
	Color: Light Gray Frame and Dark Walnut Top	
	➤ Dimension: H75 x L120 x D60 cm	
	SMALL OFFICE TABLE WITH DRAWER	
	Swing door cabinet	
2	With side drawer	
	Dimension: L80 x W49 x H76 cm	
	Materials: Laminated MDF	
3	UPHOLSTERED GUEST CHAIR	
3	➤ Fabric seat and back rest	

I hereby certify to comply and deliver a	all the above requirements.	
Name of Company/Bidder	Signature over printed name	Date

### Section VIII. Checklist of Technical and Financial Documents

### Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents Legal Documents Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) (a) in accordance with Section 8.5.2 of the IRR: Technical Documents 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 Statement of the bidder's Single Largest Completed Contract (SLCC) (f) 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 Original copy of Bid Security. If in the form of a Surety Bond, submit also a (g) certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and Conformity with the Technical Specifications, which may include (h) production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; and Original duly signed Omnibus Sworn Statement (OSS) and if applicable, (i) Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Financial Documents The prospective bidder's computation of Net Financial Contracting (j) Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. Class "B" Documents If applicable, a duly signed joint venture agreement (JVA) in case the joint (k) 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

- Original of duly signed and accomplished Financial Bid Form; and (l)
- Original of duly signed and accomplished Price Schedule(s). (m)

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

(n) [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.

  (o) Certification from the DTI if the Bidder claims preference as a Domestic
  - Bidder or Domestic Entity.

### **Bid Form for the Procurement of Goods**

[shall be submitted with the Bid]

				DIL	FORM	
						Date : Project Identification No. : ITB No. 2024-0050
	Munic		person ernment of a Fe, Rom			
Supplen acknow Supplies	nental ledged	or Bid	Bulletin N e undersig	umbers ned, offer tary and I	to Procure Police Supplie	Documents (PBDs) including the he receipt of which is hereby duly ment of Office Supplies and Other es) in conformity with the said PBDs in words and figures
accorda bid pric (ii) inco herein o	nce we include to the	ith the P udes the oux, (iii) lo ne Price S	rice Schedi cost of all to cal taxes, chedules,	iles attach axes, such and (iv) o	ed herewith as, but not l other fiscal le	or the total calculated bid price s, and other bid modifications in and made part of this Bid. The total imited to: (i) value added tax (VAT) evies and duties, which are itemized
1		to deliv		s in accor	dance with the	he delivery schedule specified in the ne Bidding Documents (PBDs);
	b.		de a perfor ed in the P		curity in the	form, amounts, and within the times
	c.					fied in the PBDs and it shall remain piration of that period.
i	Comm	nissions o	r gratuities	, if any, p	aid or to be	t with the Development Partner: paid by us to agents relating to this ract, are listed below:
			ount and Pu nmission or	•		

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

authority]	as evidenced by the attached [state written
We acknowledge that failure to a attached Schedule of Prices, shall be a	sign each and every page of this Bid Form, including the a ground for the rejection of our bid.
Name:	
Legal capacity:	
Signature:	
Duly authorized to sign the Bid for ar	nd behalf of:

### **Bid Form for the Procurement of Goods**

[shall be submitted with the Bid]

		BID FORM	ī	
			Date : Project Identification ITB No. 2024-0050	n No. :
Munic	AC Chairperson cipal Government of S cion, Santa Fe, Romb			
Supplemental acknowledged Supplies & M	or Bid Bulletin Nu d, we, the undersign faterials (Lot 2 - Op	umbers ned, offer to <i>Proc</i> perationalization of	g Documents (PBDs) in _, the receipt of which is surement of Office Supplier GAD Office and Maintent said PBDs for the sum and	hereby duly s and Other ance of GAL
bid price including in the base of the bas	udes the cost of all ta	axes, such as, but n and (iv) other fisca	ith and made part of this I ot limited to: (i) value add al levies and duties, which	led tax (VAT).
	to deliver the goods			
	Schedule of Require		th the delivery schedule sp ppine Bidding Documents (	
b.		ements of the Philip mance security in t		(PBDs);
	to provide a perform prescribed in the PE to abide by the Bid	ements of the Philip mance security in t BDs; I Validity Period sp	ppine Bidding Documents	(PBDs); thin the times
c. <i>[Inser</i> Comn	to provide a perform prescribed in the PE to abide by the Bid binding upon us at a this paragraph if Formissions or gratuities,	ements of the Philip mance security in the BDs; I Validity Period spany time before the coreign-Assisted Property, if any, paid or to	ppine Bidding Documents of the form, amounts, and with the pecified in the PBDs and it	(PBDs); thin the times t shall remain  Partner:

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

authority]	as evidenced by the attached [state written
	each and every page of this Bid Form, including the
Name:	
Legal capacity:	
Signature:	
	half of:

### **Bid Form for the Procurement of Goods**

[shall be submitted with the Bid]

			Bl	D FORM				
					2750.00	: ect Identif No. 2024-		<del>). ;</del>
То:	Munic	AC Chairperson ipal Government ion, Santa Fe, I	nt of Santa Fe	e				
ackno	lemental owledge	g examined to or Bid Bulleting of State	n Numbers ersigned, off - Office Supp	er to Procu	the rece rement of in confo	ipt of wh f Office S	nich is he Supplies o	reby duly and Other
accor bid p (ii) ii	rdance wrice included income to the come t	and corrected ith the Price Soudes the cost of ex, (iii) local take Price Schedul Bid is accepted.	chedules attached all taxes, such as and (iv) les,	ched herewit ch as, but no other fiscal	h and ma t limited t	de part of to: (i) vali	f this Bid. ue added i	The total ax (VAT),
		( <u>*</u> )						
		to deliver the Schedule of R						
	b.	Schedule of R	equirements of erformance s	of the Philipp	oine Biddi	ing Docun	nents (PB	Ds);
		Schedule of R to provide a p	equirements of erformance she PBDs; e Bid Validit	of the Philipp security in th ty Period spe	oine Biddi e form, a ecified in	ing Docum mounts, a the PBDs	ments (PB nd within and it sh	Ds); the times
Bid, a	c. [Inser Comn	Schedule of R to provide a p prescribed in t to abide by th	equirements of erformance she PBDs;  e Bid Validit us at any time if Foreign-Auties, if any,	of the Philipposecurity in the security in the	e form, and the control of the contr	the PBDs of that pe	nents (PB and within and it sh riod.	Ds); the times all remain
Name	C.  [Inser  Command to	Schedule of R  to provide a p prescribed in t  to abide by th binding upon t  this paragraph issions or grate	equirements of erformance she PBDs;  e Bid Validit us at any time if Foreign-Auties, if any, if we are avoid Purpose of	of the Philippose of the Philippose of the Philippose of the electric of the e	e form, and the control of the contr	the PBDs of that pe	nents (PB and within and it sh riod.	Ds); the times all remain

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

	o submit the bid on behalf of [name of bidder] as evidenced by the attached [state written
authority]	
We acknowledge that failure to sign attached Schedule of Prices, shall be a gro	each and every page of this Bid Form, including the bund for the rejection of our bid.
Name:	
Legal capacity:	
Signature:	
Duly authorized to sign the Bid for and be	chalf of:
Date:	

### **Bid Form for the Procurement of Goods**

[shall be submitted with the Bid]

	BID FORM
	Date: Project Identification No.: ITB No. 2024-0050
Muni	BAC Chairperson icipal Government of Santa Fe acion, Santa Fe, Romblon
Supplementa acknowledge	ng examined the Philippine Bidding Documents (PBDs) including the or Bid Bulletin Numbers, the receipt of which is hereby duly ed, we, the undersigned, offer to Procurement of Office Supplies and Othe Materials (Lot 4 - Office Supplies (MPDC) in conformity with the said PBDs for of [total Bid amount in words and figures]
	or the total calculated bid price and corrected for computational errors, and other bid modifications in
bid price incl (ii) income to herein or in t	with the Price Schedules attached herewith and made part of this Bid. The total ludes the cost of all taxes, such as, but not limited to: (i) value added tax (VAT) tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized the Price Schedules,  r Bid is accepted, we undertake:
a.	<ul> <li>to deliver the goods in accordance with the delivery schedule specified in th Schedule of Requirements of the Philippine Bidding Documents (PBDs);</li> </ul>
b.	<ul> <li>to provide a performance security in the form, amounts, and within the time prescribed in the PBDs;</li> </ul>
	그리는 얼굴없다는 것 같아요. 병원에 살아왔다면 하는 것이 없는데 사람이 없는데 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은
c. [Inser Com	prescribed in the PBDs;  to abide by the Bid Validity Period specified in the PBDs and it shall remain
c. [Inser Comm Bid, and to communication of the com	prescribed in the PBDs;  to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.  rt this paragraph if Foreign-Assisted Project with the Development Partner: missions or gratuities, if any, paid or to be paid by us to agents relating to this contract execution if we are awarded the contract, are listed below:  ddress Amount and Purpose of
c. [Inser Comm Bid, and to communication of the com	prescribed in the PBDs;  to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.  rt this paragraph if Foreign-Assisted Project with the Development Partner: missions or gratuities, if any, paid or to be paid by us to agents relating to this contract execution if we are awarded the contract, are listed below:

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

The undersigned is authorized to submit the bid on behalf of [name of bidden as evidenced by the attached [state write.]
authority]
We acknowledge that failure to sign each and every page of this Bid Form, including attached Schedule of Prices, shall be a ground for the rejection of our bid.
Name:
Legal capacity:
Signature:
Duly authorized to sign the Bid for and behalf of:
Date:

### Bid Form for the Procurement of Goods

			BID F	ORM				
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Munic	ipal Governr	nent of San						
nental ledged & M	or Bid Bull d, we, the u faterials (Lot	letin Numb ndersigned 5 - Other	oers , offer to Supplies	, tl Procuren & Materi	ne receipt nent of O <u>j</u> als (MNAC	of which fice Suppl (in confe	is hereby lies and ormity w	y duly Other ith the
nce we include the transfer to	ith the Price udes the cost ax, (iii) local he Price Sche	Schedules of all taxes taxes, and dules,	attached I s, such as, (iv) other	nerewith a but not li	nd made p mited to: (	oart of this i) value ac	Bid. Th Ided tax	e total (VAT),
	to deliver th	ne goods in	accordan					
b.				ty in the f	orm, amou	ints, and w	vithin the	times
c.			1994 March 1980 March 1994					remain
Comm	nissions or gr	ratuities, if	any, paid	or to be	paid by us	to agents	relating	
	Munice Poblace	Municipal Governa Poblacion, Santa For Poblacion, Santa For Poblacion, Santa For Having examined mental or Bid Bull ledged, we, the use & Materials (Los BBDs) for the material and correct me with the Price includes the cost of the me tax, (iii) local or in the Price Scheme tax, (iii) l	Poblacion, Santa Fe, Romblon Having examined the Philipental or Bid Bulletin Numbledged, we, the undersigned & Materials (Lot 5 – Other BDs for the sum of BDs for the BDs	Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon  Having examined the Philippine B mental or Bid Bulletin Numbers ledged, we, the undersigned, offer to the Materials (Lot 5 – Other Supplies BBDs for the sum of [total]  uated and corrected for computation the with the Price Schedules attached I the includes the cost of all taxes, such as, the tax, (iii) local taxes, and (iv) other or in the Price Schedules,  four Bid is accepted, we undertake:  a. to deliver the goods in accordan Schedule of Requirements of the  b. to provide a performance securit prescribed in the PBDs;  c. to abide by the Bid Validity Per binding upon us at any time before  Commissions or gratuities, if any, paid	Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon  Having examined the Philippine Bidding Dependent or Bid Bulletin Numbers	The BAC Chairperson Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon  Having examined the Philippine Bidding Documents mental or Bid Bulletin Numbers, the receipt ledged, we, the undersigned, offer to Procurement of Open & Materials (Lot 5 - Other Supplies & Materials (MNAC) BDs for the sum of [total Bid amount in or the sum of the least of of	Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon  Having examined the Philippine Bidding Documents (PBDs) mental or Bid Bulletin Numbers, the receipt of which ledged, we, the undersigned, offer to Procurement of Office Supp is & Materials (Lot 5 - Other Supplies & Materials (MNAO) in confe is BDs for the sum of Itotal Bid amount in words  or the total calculated and corrected for computational errors, and other bid manage with the Price Schedules attached herewith and made part of this is includes the cost of all taxes, such as, but not limited to: (i) value attached mee tax, (iii) local taxes, and (iv) other fiscal levies and duties, which is in the Price Schedules,  If our Bid is accepted, we undertake:  a. to deliver the goods in accordance with the delivery schedule. Schedule of Requirements of the Philippine Bidding Documents  b. to provide a performance security in the form, amounts, and we prescribed in the PBDs;  c. to abide by the Bid Validity Period specified in the PBDs and binding upon us at any time before the expiration of that period. Thesert this paragraph if Foreign-Assisted Project with the Development Commissions or gratuities, if any, paid or to be paid by us to agents to contract execution if we are awarded the contract, are listed below:  and address Amount and Purpose of	Municipal Government of Santa Fe Poblacion, Santa Fe, Romblon  Having examined the Philippine Bidding Documents (PBDs) including the mental or Bid Bulletin Numbers, the receipt of which is hereby ledged, we, the undersigned, offer to Procurement of Office Supplies and it & Materials (Lot 5 – Other Supplies & Materials (MNAO) in conformity we BDs for the sum of [total Bid amount in words and figure of the sum of [total Bid amount in words and figure with the Price Schedules attached herewith and made part of this Bid. The includes the cost of all taxes, such as, but not limited to: (i) value added taxed and taxes, (iii) local taxes, and (iv) other fiscal levies and duties, which are ited in the Price Schedules,  If our Bid is accepted, we undertake:  a. to deliver the goods in accordance with the delivery schedule specified Schedule of Requirements of the Philippine Bidding Documents (PBDs)  b. to provide a performance security in the form, amounts, and within the prescribed in the PBDs;  c. to abide by the Bid Validity Period specified in the PBDs and it shall the binding upon us at any time before the expiration of that period.  Commissions or gratuities, if any, paid or to be paid by us to agents relating to contract execution if we are awarded the contract, are listed below:  and address Amount and Purpose of

(if none, state "None")

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

The undersigned is authorized	to submit the bid on behalf of [name of bidder] as evidenced by the attached [state written
authority]	
We acknowledge that failure to sign attached Schedule of Prices, shall be a gr	n each and every page of this Bid Form, including the round for the rejection of our bid.
Name:	
Legal capacity:	
Signature:	
Duly authorized to sign the Bid for and b	behalf of:
Date:	

### Bid Form for the Procurement of Goods [shall be submitted with the Bid]

			BID FOR	RM			
					Date : Project Iden ITB No. 20		No. :
Munic Poblac Having exam Bid Bulletin the undersign (Lot 6 - Equal	AC Chairperson cipal Government of the Philip Numbers and Oper of the Philip of the Ph	ent of Sant Romblon opine Bidd , the procurement procurement procurement	ling Docume he receipt on the of Office tation of Mu	f which Supplie, micipal	is hereby du s and Other Tourism and	ily acknov Supplies I Culture	vledged, we & Materials and the Arts
	<b>-</b>			7851	200000000		ed bid price.
herein or in th	ex, (iii) local to the Price Schedu Bid is accepted	ules, d, we unde	ertake:	scal lev	ies and dulie	es, which	are itemized
a.					delivery sel		
	schedule of F to provide a prescribed in	Requireme performan	nts of the Ph	iilippine	Bidding Do	cuments (I	PBDs);
	to provide a prescribed in	Requireme performan the PBDs he Bid Va	nts of the Ph ce security is	ilippine in the fo	Bidding Doorm, amounts	cuments (Is, and with	PBDs); ain the times
b. c. [Inser Comm	Schedule of F to provide a prescribed in to abide by the	Requireme performan the PBDs he Bid Vaus at any oh if Foreig tuities, if	nts of the Ph ce security lidity Period time before gn-Assisted any, paid or	in the formula in the formula in the formula in the expiration of the project of	Bidding Doorm, amounts  ed in the PB ration of that  with the Deve	Ds and it period.	PBDs);  in the times  shall remain  Partner:
b. c. [Inser Comn Bid, and to co	Schedule of I  to provide a prescribed in  to abide by the binding upon at this paragraphissions or grains	Requirement the PBDs: the Bid Value at any the bid if Foreign to the bid vector of t	nts of the Photo ce security is lidity Period time before any, paid or awarded the se of	in the formula in the formula in the formula in the expiration of the project of	Bidding Doorm, amounts  ed in the PB ration of that  with the Deve	Ds and it period.	PBDs);  in the times  shall remain  Partner:

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

we certify/confirm that we co	imply with the englothity requirements pursuant to the
PBDs.	
	d to submit the bid on behalf of [name of bidder] as evidenced by the attached [state written]
authority]	
We acknowledge that failure to si attached Schedule of Prices, shall be a	ign each and every page of this Bid Form, including the ground for the rejection of our bid.
Name:	
Legal capacity:	
Signature:	
Duly authorized to sign the Bid for and	d behalf of:
Date:	

### Bid Form for the Procurement of Goods [shall be submitted with the Bid]

		BID F	ORM			
				Date : Project Ide ITB No. 20	entification 2024-0050	No. :
Munic Pobla Having exam Bid Bulletin the undersign	ned, offer to <i>Proci</i> or Supplies & Mate	nblon e Bidding Docu, the receipt arement of Officer	t of which ce Suppli	n is hereby di es and Other	uly acknow Supplies	ledged, we. & <i>Materials</i>
				or the tot	al calculate	d bid price.
bid price incl (ii) income to	vith the Price Sche udes the cost of all ax, (iii) local taxes	taxes, such as, and (iv) other	but not li	imited to: (i)	value added	d tax (VAT),
	he Price Schedules, Bid is accepted, w		157.8			
	Bid is accepted, we to deliver the good Schedule of Requ	e undertake: ods in accordan		ne delivery so	chedule spe	cified in the
If our	Bid is accepted, we to deliver the good Schedule of Requirements	e undertake: ods in accordan uirements of the formance securi	Philippin	ne delivery so e Bidding Do	chedule specuments (P	cified in the BDs);
If our a.	Bid is accepted, we to deliver the good Schedule of Requirements to provide a perform prescribed in the	e undertake: ods in accordan uirements of the ormance securit PBDs; Bid Validity Per	Philippin ty in the f	ne delivery so e Bidding Do form, amount fied in the PE	chedule specuments (Pas, and with	cified in the BDs); in the times
If our a. b. c. [Inser Comr	Bid is accepted, we to deliver the good Schedule of Requesto provide a perform prescribed in the to abide by the E	e undertake: ods in accordan uirements of the formance securin PBDs; Bid Validity Per at any time before, if any, paid	Philippin ty in the fried specific the expense of the be	ne delivery so the Bidding Do form, amount fied in the PE piration of that with the Develor paid by us to	chedule spectocuments (Poss, and with BDs and it set period.	cified in the BDs); in the times shall remain
If our a. b. c. //nser Comr Bid, and to co	Bid is accepted, we to deliver the good Schedule of Requesto provide a perform prescribed in the to abide by the Education binding upon us a set this paragraph if missions or gratuiti	e undertake: ods in accordan uirements of the formance securit PBDs; Bid Validity Per at any time beforeign-Assiste es, if any, paid we are awarded	Philippin ty in the fried specific the expense of the be	ne delivery so the Bidding Do form, amount fied in the PE piration of that with the Develor paid by us to	chedule spectocuments (Poss, and with BDs and it set period.	cified in the BDs); in the times shall remain
If our a. b. c. [Inser Comr Bid, and to co	Bid is accepted, we to deliver the good Schedule of Requirements to provide a performance of the binding upon us and the this paragraph if	e undertake: ods in accordan uirements of the formance securin PBDs; Bid Validity Per at any time before Eroreign-Assiste es, if any, paid we are awarded Purpose of	Philippin ty in the fried specific the expense of the be	ne delivery so the Bidding Do form, amount fied in the PE piration of that with the Develor paid by us to	chedule spectocuments (Poss, and with BDs and it set period.	cified in the BDs); in the times shall remain

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

The undersigned is	authorized to submit the bid on behalf of [name of bidder] as evidenced by the attached [state written
authority]	
	failure to sign each and every page of this Bid Form, including the , shall be a ground for the rejection of our bid.
Name:	
Legal capacity:	
Duly authorized to sign the	Bid for and behalf of:
Date:	

### **Bid Form for the Procurement of Goods**

[shall be submitted with the Bid]

		1	BID FORM	М		
				Date:		-11-11-11-11
				0-08811910000	Identification 5. 2024-0050	1 No. :
Munio		erson nment of Santa Fe, Romblon	Fe			
Having exam Bid Bulletin the undersign	ined the Ph Numbers _ ned, offer to	ilippine Biddin	receipt of v of Office Si	which is hereb applies and O	y duly ackno ther Supplies	wledged, we, & Materials
accordance v	in the Price	e schedules au	lached herev	vith and made	part of this I	3id. The total
bid price incl (ii) income to herein or in the	udes the co ix, (iii) loca ne Price Sch	st of all taxes, s al taxes, and (i nedules,	such as, but so other fisc		(i) value add	ed tax (VAT),
bid price incl (ii) income to herein or in the If our	udes the co ix, (iii) loca ne Price Sch Bid is acce	st of all taxes, sal taxes, and (inedules, pted, we undertake	such as, but so other fiscales.	not limited to: al levies and	(i) value add duties, which	ed tax (VAT), are itemized
bid price incl (ii) income to herein or in the If our	udes the co ax, (iii) loca he Price Sch Bid is acce to deliver	st of all taxes, s al taxes, and (i nedules,	such as, but so other fisconake:	not limited to: al levies and ith the deliver	(i) value add duties, which y schedule sp	ed tax (VAT), are itemized ecified in the
bid price incl (ii) income to herein or in the If our	udes the continuous, (iii) locate Price Sch Bid is accept to deliver Schedule	st of all taxes, sal taxes, and (inequality) medules, pted, we undertake the goods in according to the goods.	such as, but was other fiscondance was of the Phil	not limited to: al levies and ith the deliver ippine Bidding	(i) value add duties, which y schedule sp y Documents (	ed tax (VAT), are itemized secified in the (PBDs);
bid price incl (ii) income to herein or in th If our d.	udes the continuous, (iii) locate Price School Bid is accept to deliver Schedule to provide prescribed to abide b	st of all taxes, sal taxes, and (inequality) medules,  pted, we undertante goods in according Requirement  a performance	such as, but so other fiscondance was of the Philes security in the dity Period so	not limited to:  al levies and  ith the deliver ippine Bidding the form, amore	(i) value add duties, which y schedule sp g Documents ( ounts, and wit	ed tax (VAT), are itemized becified in the (PBDs);
bid price incl (ii) income to herein or in th  If our  d.  e.  f.  [Inser	udes the contax, (iii) local l	st of all taxes, sal taxes, and (inequales, an	such as, but in a such as a such	ith the deliver ippine Bidding the form, amore expiration of oject with the obe paid by u	(i) value addeduties, which y schedule sp Documents (ounts, and with that period.  Development is to agents re-	ed tax (VAT), are itemized becified in the (PBDs); thin the times that shall remain the Partner:

(if none, state "None")

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

authority]	as evidenced by the attached [state written
We acknowledge that failure to sattached Schedule of Prices, shall be a	sign each and every page of this Bid Form, including the a ground for the rejection of our bid.
Name:	
Name: Legal capacity: Signature:	
Legal capacity:Signature:	

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

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## Lot 1 - Military and Police Supplies

10	Total Price delivered Final Destination (col 9) x (col 4)														
6	Total Price, per unit (col 5+6+7+8)			California parameter											
80	Cost of Incidental Services, if applicable, per item														
7	Sales and other taxes payable if Contract is awarded, per item														
9	Transportation and all other costs incidental to delivery, per item														
5	Unit Price EXW per Item														
4	Quantity	100 pcs	122 pcs	5 boxes	4 boxes	35 reams	22 reams	3 pcs	3 pcs	2 boxes	2 pcs	4 pcs	4 pcs	4 pcs	3 pcs
က	Country of Origin														
2	Description	BROWN ENVELOPE, long, ordinary	FOLDER, white, long	PAPER FASTENER, plastic coated	PAPER CLIP, vinyl/plastic coated, 50mm	BOND PAPER, subs 20, A4	BOND PAPER, subs 20, long	INK GENUINE EPSON INK #003, yellow	INK GENUINE EPSON INK #003, magenta	BALLPEN, ordinary, black	SCISSOR, heavy duty, big	TRANSPARENT TAPE, width 1 inch, length 200m	TRANSPARENT TAPE, width 2 inches, length 200m	GLUE, all purpose, 130 grams	CORRECTION TAPE, 5mmx10m
-	ltem	-	2	3	4	5	9	7	œ	6	9	1	12	13	14

Transportation Sales and and all other other taxes costs payable if costs payable if contract is ltem delivery, per awarded, per item	Quantity E 4 pcs		Country of Qui
	2 pcs	2	2,1
	(es	5 bo	5 boxes

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Total Amount in Figures: P	Total Amount in Words:	Name:	Legal Capacity:

Duly authorized to sign the Bid for and behalf of:

Signature:

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## Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

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# Lot 2 - Operationalization of GAD Office and Maintenance of GAD Database (Office Supplies)

10	Total Price delivered Final Destination (col 9) x (col 4)												
6	Total Price, per unit (col 5+6+7+8)										X 11343		
80	Cost of Incidental Services, if applicable, per item												
7	Sales and other taxes payable if Contract is awarded, per item												
9	Transportation and all other costs incidental to delivery, per item												
5	Unit Price EXW per Item												
4	Quantity	25 reams	5 reams	5 bottles	5 boxes	5 boxes	2 tubes	1 piece	1 piece	8 bottles	8 bottles	8 bottles	8 bottles
3	Country of Origin				115								
2	Description	BOND PAPER, multi-purpose, A4 subs 24/80	DIGITAL PAPER, A4 subs 30/100gsm	AIR FRESHENER, lemon, 320ml	PAPER CLIP, vinyl, plastic coated, 33mm	PAPER CLIP, vinyl, plastic coated, 50mm	BALLPEN 1419, 0.5mm, ballpoint, doodle fine, black, 25s/tube	EXTENSION WIRE, heavy duty, 10m, 4 gangs	HDMI CABLE, 15meters, heavy duty	GENUINE CANON INK CODE: GI-76, black	GENUINE CANON INK CODE: GI-76, cyan	GENUINE CANON INK CODE: GI-76, yellow	GENUINE CANON INK CODE: GI-76, magenta
-	Item	-	2	3	4	2	9	7	8	6	10	11	12

Quantity Unit Price costs  Quantity EXW per incidental to delivery, per item  1 pieces  10 pieces  10 pieces  10 pieces  2 reams  2 reams  2 reams  10 pieces  10 pieces	Unit Price EXW per Item	Transportation and all other costs EXW per incidental to delivery, per item	Transportation Sales and and all other taxes costs payable if contract is delivery, per item item
	Transportation and all other costs incidental to delivery, per item	Transportation Sales and and all other taxes costs payable if incidental to Contract is delivery, per awarded, per item	Transportation Sales and Cost of and all other other taxes costs costs payable if Services, if Contract is applicable, awarded, per item item item
	Sales and other taxes payable if Contract is awarded, per item		Cost of Incidental Services, if applicable, per item

Total Amount in Words:

Legal Capacity:	
Signature:	

## Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

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### Lot 3 - Office Supplies (MNAO)

10	Total Price delivered Final Destination (col 9) x (col 4)															
6	Total Price, del per unit															
œ	Cost of Incidental Services, if applicable, per item															
7	Sales and other taxes payable if Contract is awarded, per item															
9	Transportation and all other costs incidental to delivery, per item															
2	Unit Price EXW per Item															
4	Quantity	2 boxes	2 boxes	1 pack	14 boxes	10 boxes	10 boxes	10 boxes	10 pcs	1 set	3 sets	2 cans	5 bottle	5 bottle	5 bottle	5 bottle
က	Country of Origin															
2	Description	BALLPEN, super fine, 0.5mm, black, 12s	BALLPEN, super fine, 0.5mm, blue, 12s	BATTERY, rechargeable, AA, 4s	CLIP, backfold, 19mm, 12s	CLIP, backfold, 25mm, 12s	CLIP, backfold, 32mm, 12s	CLIP, backfold, 50mm, 12s	CORRECTION TAPE, 5mmx12m	DETERGENT long bar, 370g, 6s	DETERGENT POWDER, 65grams, 12s	DISINFECTANT AIR FRESHENER SPRAY, aerosol, 250ml	EPSON 3210 INK, 003BK genuine	EPSON 3210 INK, 003Y genuine	EPSON 3210 INK, 003M genuine	EPSON 3210 INK, 003C genuine
-	Item	-	2	3	4	2	9	7	8	6	10	τ	12	13	14	15

-	ltem D	16 FLASH DRIVE Specifications: capacity: 64GE USB 3.2 Gen 1 complaint; corwith Windows 11, 10, macOS (v.10.15.x+), Linux (v.4.4+), cl Dimensions: 60.7mmx21mmx Weight. 8a	17 FURNITURE CLEANER, 330ml	18 HAND SOAP, liquid, 4L	19 INSECTICIDE will type, 500ml	20 PAPER, MULTI-F 5reams	21 PAPER, MULTI-F
2	Description	FLASH DRIVE Specifications: capacity: 64GB, Speed USB 3.2 Gen 1 complaint; compatible with Windows 11, 10, macOS (v.10.15.x+), Linux (v.4.4+), chrome OS; Dimensions: 60.7mmx21mmx10.2mm; Weight. 8a	EANER, 330ml	uid, 4L	INSECTICIDE with citronella oil, aerosol type, 500ml	PAPER, MULTI-PURPOSE, A4, 70gsm, 5reams	PAPER, MULTI-PURPOSE, legal,
က	Country of Origin						
4	Quantity	2 pcs	2 cans	1 gallon	2 cans	3 bundle	3 bundle
2	Unit Price EXW per Item						
9	Transportation and all other costs incidental to delivery, per item						
7	Sales and other taxes payable if Contract is awarded, per item						
80	Cost of Incidental Services, if applicable, per item						
6	Total Price, per unit (col 5+6+7+8)						
10	Total Price delivered Final Destination (col 9) x (col 4)						

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## Price Schedule for Goods Offered from Within the Philippines | |

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### Lot 4 - Office Supplies (MPDC)

-	2	3	4	5	9	7	8	6	10
ltem.	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
-	ACETATE, clear PVC binding cover, 0.2mm thickness, A4, 100 sheets/pack		1 pack						
2	ACETATE, clear PVC binding cover, 0.2mm thickness, legal, 100 sheets/pack		1 pack						
8	ALCOHOL, 70% solution with dual moisturizer, 500 MI		6 bottles				21 NOTE		
4	BALLPEN, black, 0.5mm, water resistant ink, 12 pcs/box		3 boxes						
5	BATTERY, dry cell, AA, heavy duty, (4 pcs in pack)		3 packs						
9	BATTERY, dry cell, AAA, heavy duty, (4 pcs in pack)		3 packs						
7	BROOM (walis tambo), thick, wood handle		2 pcs						
8	CORK BOARD, 450*600mm, with wooden frame, with 1 box push pins		2 pcs						
6	ENVELOPE, brown, legal		50 pcs						
10	FURNITURE CLEANER, 330ml, lemon		1 can						

-	Item	Ξ	12	13	14	15	16	17	18	19	20
2	Description	HDMI, cable, black, 10 meters; resolution:1080P 60Hz/4K 60 Hz, HDMI male to male 2.0, 3D High Speed HDMI Laptop to TV for monitor, AWG: 26+28AWG, version: 1.4/HDMI 2.0	INK, GT 52 HP (Yellow)	INK Epson 003 (Black)	INK Epson 003 (Magenta)	INK Epson 003 (Yellow)	INK Epson 008 (Black), 135 ml, pigmented	INK Epson 008 (Magenta), 70ml, pigmented	INK Epson 008 (Cyan), 70 ml, pigmented	INK Epson 008 (Yellow), 70ml, pigmented	INTERNET SECURITY, 10 PCs, Macs, tablets, or phones, Antivirus, malware, ransomware, and hacking protection, 100% Virus Protection Promise2, 100GB Cloud Backup‡‡,4, Password Manager, VPN private internet connection, Parental Control±
က	Country of Origin										
4	Quantity	1 unit	1 bottle	2 bottles	2 bottles	1 bottle	4 bottles	2 bottles	2 bottles	2 bottles	1 unit
2	Unit Price EXW per Item										
9	Transportation and all other costs incidental to delivery, per item										
7	Sales and other taxes payable if Contract is awarded, per item										
8	Cost of Incidental Services, if applicable, per item										
6	Total Price, per unit (col 5+6+7+8)										
10	Total Price delivered Final Destination (col 9) x (col 4)										

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ltem.	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
21	NOTEPAD, stick on 50mm x 76mm (2"x3") min		2 pads						
22	PAPERCLIP, vinyl, 33mm		2 boxes						
23	PAPER, MULTICOPY, A4, 80 gsm		50 reams						
24	PAPER, MULTICOPY, legal, 80 gsm		25 reams						
25	PENCIL, No. 2 with eraser, 12 pcs/box		2 boxes						
ä	PLASTIC COMB BINDING RINGS, PVC,		4 1						
07	sheets binding, black, 100 pcs/box		YOU						
	PLASTIC COMB BINDING RINGS, PVC,								
27	A4, 21 holes, 14mm: Approx 110 sheets		1 box						
	binding, black, 100 pcs/box								
28	RAG, round, cotton, diameter: 18cm		50 pcs						
	RECHARGEABLE BATTERY AA, with								
	US plug 4 slots LCD Display smart								
90	battery charger included, design for		1 nank						
67	wireless microphone, capacity:		- hace						
	2000mAh, battery type: lithium-ion, cycle								
	life: 1200 times, 4 pcs/pack								
30	STAPLE WIRE, No. 35 (26/6), sharp tips,		2 hoves						
3	can staple up to 25 sheets		7						Control of the Control

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### Lot 5 - Other Supplies & Materials (MNAO)

10	Total Price delivered Final Destination (col 9) x (col 4)					
6	Total Price, per unit (col 5+6+7+8)					
8	Cost of Incidental Services, if applicable, per item					
7	Sales and other taxes payable if Contract is awarded, per item					
9	Transportation and all other costs incidental to delivery, per item					
5	Unit Price EXW per Item					
4	Quantity	1 unit	1 unit	15 pcs	2 pcs	2 box
3	Country of Origin					
2	Description	FREE STANDING WATER DISPENSER cold water, fast heating, hot water: 420W;12kg;220V; with mini storage cabinet	HIGH-BACK ERGONOMIC ADJUSTABLE COMPUTER CHAIR with headrest and lumbar support: back tilt tension, 90 degrees – 180 degrees; hydraulic, level 4 100mm SGS certified; Inner structure, sturdy metal frame, padded soft sponge; outer material, durable PU leather, skin-friendly; weight capacity, 160kg; package weight, 22kg	MONOBLOCK CHAIR, white, plastic	WATER GALLON, 20L (5gal), capacity	BUTANE GAS CASSETTE PORTABLE STOVE FUEL NOZZLE TYPE cartridge canister, 28s
	Item	-	2	9	4	5

Total Amount in Figures: P	
Total Amount in Words:	
Name:	
Legal Capacity:	
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Signature:	
Duly authorized to sign the Bid for and behalf of:	

## Price Schedule for Goods Offered from Within the Philippines | Ishall be submitted with the Bid if bidder is offering goods from within the Philippines

For Goods Offered from Within the Philippines

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No. ITB No. 2024-0050	
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Lot 6 - Equipping and Operationalization of Municipal Tourism and Culture and the Arts Information Center (Other Supplies & Materials)

-	Item	-	2	က
2	Description	FREE STANDING WATER DISPENSER Hot, cold and warm, child-lock safety for hot water switch, built-in cabinet, with free (2) 5-gallon tube with refill	VISITOR'S CHAIR, leatherette, with armrest	FOLDING TABLE, 180cm, heavy duty, white
က	Country of Origin			
4	Quantity	1 piece	2 pieces	1 piece
2	Unit Price EXW per Item			
9	Transportation and all other costs incidental to delivery, per item			
7	Sales and other taxes payable if Contract is awarded, per item			
80	Cost of Incidental Services, if applicable, per item			
6	Total Price, per unit (col 5+6+7+8)			
10	Total Price delivered Final Destination (col 9) x (col 4)			
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Total Amount in Fig	Total Amount in Words:

Legal Capacity:	
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## Price Schedule for Goods Offered from Within the Philippines | |

For Goods Offered from Within the Philippines

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### Lot 7 - Other Supplies & Materials (MPDC)

10	Total Price delivered Final Destination (col 9) x (col 4)		
6	Total Price, per unit (col 5+6+7+8)		
80	Cost of Incidental Services, if applicable, per item		
7	Sales and other taxes payable if Contract is awarded, per item		
9	Transportation and all other costs incidental to delivery, per item		
5	Unit Price EXW per Item		
4	Quantity	2 units	1 unit
3	Country of Origin		
2	Description	AIR PURIFIER  Coverage area: 16-27 sq.meters  Odour elimination  Area efficiency: 76sq.m./hr  Compact size and small footprint  High efficiency filtration – traps 99.97% of particles (0.3 microns)  Filter time: 6-12 months  Rated Voltage: DC 24V  Rated Voltage: DC 24V  Particle's Clean Air Delivery Rate (CADR Particle): 230 m3/hr	OFFICE CHAIR  Breathable Fabric Materials  Super Strong Steel Feet  Class 4 gas cylinder
-	Item	No.	2

<ul> <li>➤ Multi-tilt mechanism</li> <li>➤ Ergonomic Design (neck, spinal, lumbar &amp; hip support), with footrest</li> </ul>	
Total Amount in Figures: P	
Total Amount in Words:	
Name:	
Legal Capacity:	
Signature:	
Duly authorized to sign the Bid for and behalf of:	

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

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### Lot 8 - Other Supplies & Materials (MCR)

10	Total Price delivered Final Destination (cot 9) x (col 4)			
6	Total Price, per unit (col 5+6+7+8)			
8	Cost of Incidental Services, if applicable, per item			
7	Sales and other taxes payable if Contract is awarded, per item			
9	Transportation and all other costs incidental to delivery, per item			
5	Unit Price EXW per Item			
4	Quantity	1 piece	1 piece	1 piece
3	Country of Origin			
2	Description	OFFICE TABLE WITH SIDE DRAWERS  Melamine Board Top (Laminated) Frame and drawers are made of heavy duty cold rolled steel Side drawers with centralized lock Scratch resistance Color: Light Gray Frame and Dark Walnut Top Dimension: H75 x L120 x D60 cm	SMALL OFFICE TABLE WITH DRAWER  Swing door cabinet  With side drawer  Dimension: L80 x W49 x H76 cm  Materials: Laminated MDF	UPHOLSTERED GUEST CHAIR  Fabric seat and back rest
-	llem	-	2	3

Total Amount in Figures: P	
Total Amount in Words:	
Name:	
Legal Capacity:	
Signature:	
Duly authorized to sign the Bid for and behalf of:	

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.  3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:  a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;  b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and	PR	BID SECURING DECLARATION OCUREMENT OF OFFICE SUPPLIES AND OTHER SUPPLIES & MATERIALS
<ol> <li>I/We, the undersigned, declare that:</li> <li>I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.</li> <li>I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.</li> <li>I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:         <ol> <li>Upon expiration of the bid validity period, or any extension thereof pursuant to your request;</li> <li>I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and</li> <li>I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.</li> </ol> </li> <li>IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of</li> </ol>		
<ol> <li>I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.</li> <li>I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.</li> <li>I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:         <ol> <li>Upon expiration of the bid validity period, or any extension thereof pursuant to your request;</li> <li>I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and</li> <li>I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.</li> </ol> </li> <li>WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of</li> </ol>	To:	
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procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.  3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:  a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;  b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and  c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.  IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of	1.	- [HEAD NOTE ] 이 18 시간 [HEAD NOTE ] 전 19 18 18 18 18 18 18 18 18 18 18 18 18 18
<ul> <li>a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;</li> <li>b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and</li> <li>c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.</li> <li>IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of</li> </ul>	2.	procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other
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		<ul> <li>b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and</li> <li>c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we</li> </ul>
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(A.M. No. 02-8-13-SC). Affiant his/her Community Tax Certification		issued on	, with
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### FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

year an equipmo		med copy of Schedule of Fixed	Assets particularly the list of construction
			Year
	1	Total Assets	
	2	Current Assets	
	3	Total Liabilities	
	4	Current Liabilities	
	5	Net Worth (1-3)	
	6	Net Worth Capital (2-4)	
Herewith at	tached a	t least equal to the ABC	me tax return and audited financial statement: collecting agent for the immediately preceding
year.	ECEIVE	by the BIK of BIK authorized	concerning agent for the infinediately preceding
Submitted b	y:		
		Distributor / Manufacturer zed Representative	
Date:			

### NOTE:

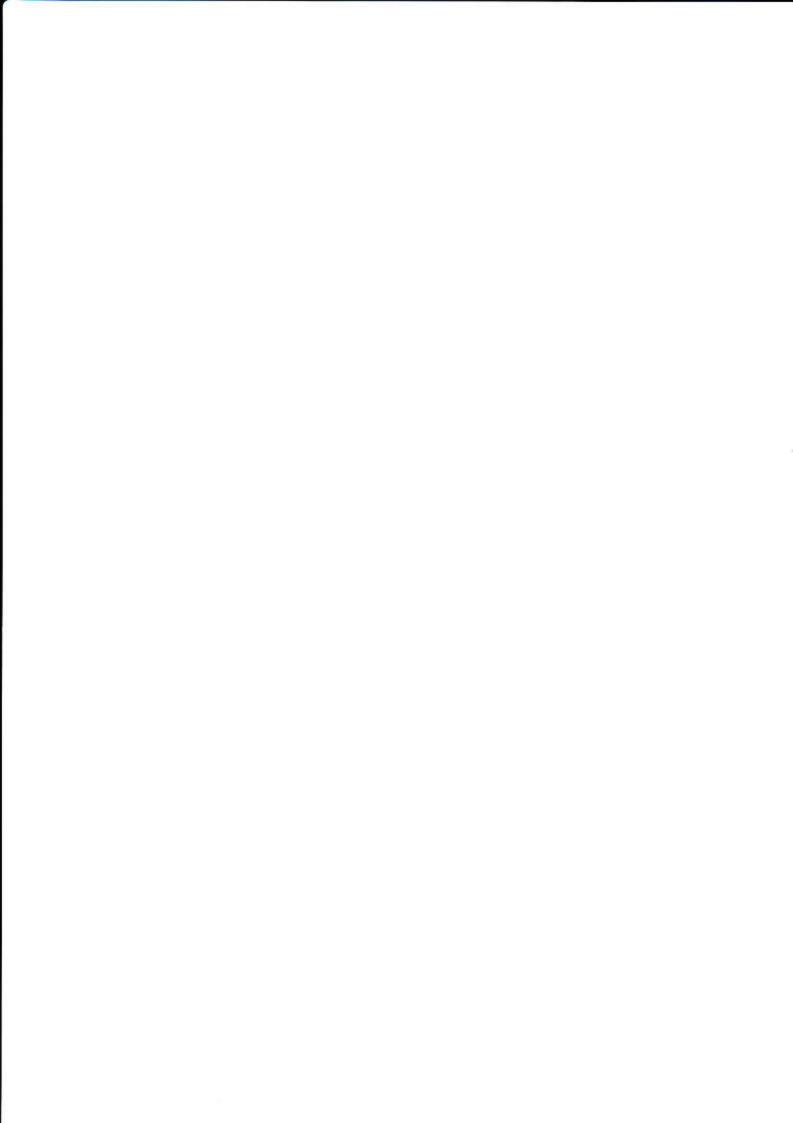
 If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

### Omnibus Sworn Statement (Revised) [shall be submitted with the Bid]

	EPUBLIC OF THE PHILIPPINES ) TY/MUNICIPALITY OF ) S.S.
	AFFIDAVIT
Ι,	, of legal age, married/single, Filipino, and residing at , after having been duly sworn in accordance with law,
do	hereby depose and state that:
	I am the sole proprietor or authorized representative of
WI	th office address at;
2.	As the owner and sole proprietor, or authorized representative of the secure and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for of the
	Municipal Government of Santa Fe, Romblon, as shown in the attached duly notarized Special Power of Attorney;
3.	is not "blacklisted" or barred from bidding by the
	Government of the Philippines or any of its agencies, offices, corporations, or Local
	Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy
	Board, by itself or by relation, membership, association, affiliation, or controlling
	interest with another blacklisted person or entity as defined and provided for in the
	Uniform Guidelines on Blacklisting;
4.	Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5.	is authorizing the Head of the Procuring Entity or
	is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6.	The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7.	complies with existing labor laws and standards; and
8.	is aware of and has undertaken the responsibilities as

Carefully examining all of the Bidding Documents: Acknowledging all conditions, local or otherwise, affecting the implementation of b. the Contract: Making an estimate of the facilities available and needed for the contract to be bid, if C. any; and Inquiring or securing Supplemental/Bid Bulletin(s) issued for d. did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity. 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at , Philippines. Affiant SWORN to before me SUBSCRIBED AND 2024. Affiant exhibited to me his/her (Notary Public) Doc. No. \_\_\_\_\_ Page No. Book No. Series of 2024.

a Bidder in compliance with the Philippine Bidding Documents, which includes:



### Statement of all 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

Business Name: Business Address:							
Name of Contract	Date of the Contract	Contract	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
GOVERNMENT:							
PRIVATE:							

Printed Name & Signature Designation:	Submitted by:	
Designation:		Printed Name & Signature
	Designation:	

i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded)

ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.

iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial contracting Capacity (NFCC). iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)

## Statement of Single Largest Completed Contract which is Similar in Nature

(indicate only one)

<b>Business Name:</b>	<b>Business Address:</b>
5	

### Lot 1 - Military and Police Supplies

Name and Location of Project	Date of the Contract	Contract	Owner's Name and Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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- 1. Contract (Purchase Order)
- Notice of Award and/or Notice to Proceed
   End user's acceptance or O.R. issued for the contract

	-		
	(Printed Name & Signature		
Submitted by:		Designation:	Date:

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Business Name:	Business Address:

# Lot 2 - Operationalization of GAD Office and Maintenance of GAD Database (Office Supplies)

Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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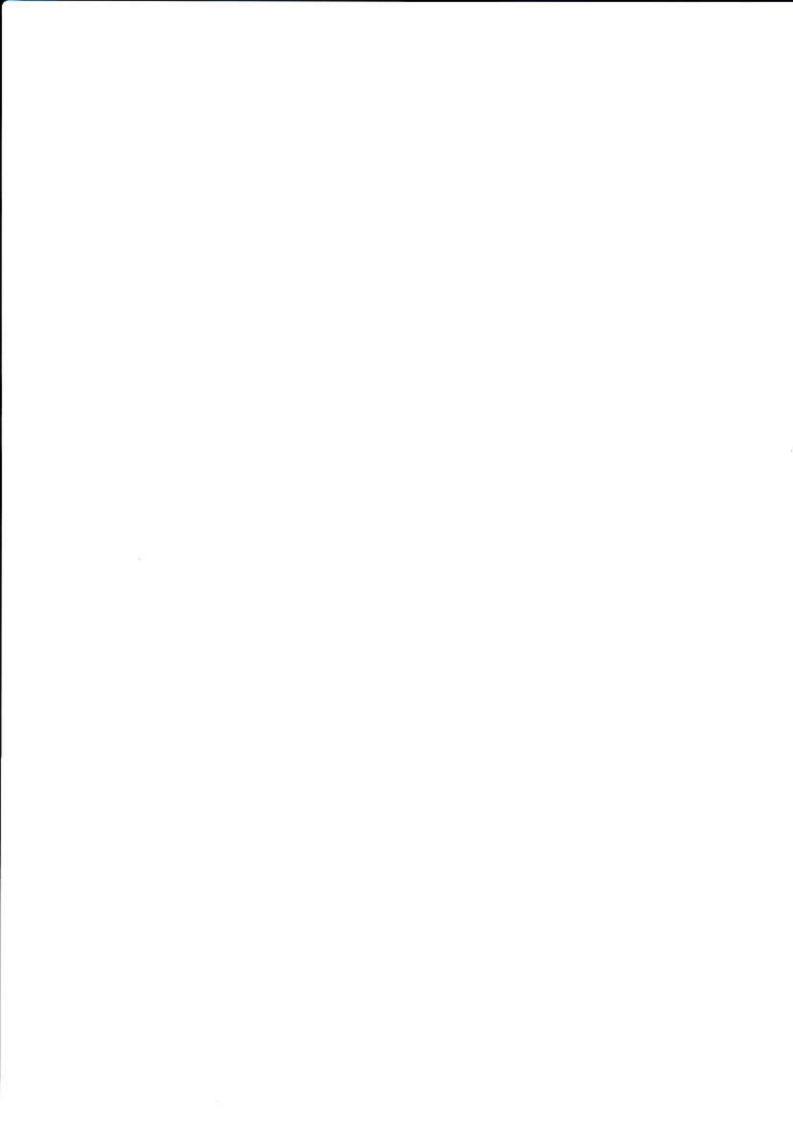
- 1. Contract (Purchase Order)
- 2. Notice of Award and/or Notice to Proceed
- 3. End user's acceptance or O.R. issued for the contract

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Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	official Receipt(s) Issued for the Contract

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- Contract (Purchase Order) Notice of Award and/or Notice to Proceed . 2 %
- End user's acceptance or O.R. issued for the contract

Designation:	ubmitted by:
	esignation:



Lot 5 - Other Supplies & Materials (MNAO)

Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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- Contract (Purchase Order)
  Notice of Award and/or Notice to Proceed 4 4 9
- End user's acceptance or O.R. issued for the contract

ubmitted by:
Designation: Date:

Statement of Single Largest Completed Contract which is Similar in Nature (indicate one only)

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Lot 6 - Equipping and Operationalization of Municipal Tourism and Culture and the Arts Information Center (Other Supplies & Materials)

Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
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- Contract (Purchase Order) H 2. E.
- Notice of Award and/or Notice to Proceed
- End user's acceptance or O.R. issued for the contract

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

inger Addings	

### Lot 7 -Other Supplies & Materials (MPDC)

Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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<sup>2.</sup> Notice of Award and/or Notice to Proceed
3. End user's acceptance or O.R. issued for the contract



Statement of Single Largest Completed Contract which is Similar in Nature (indicate one only)

Business Name:	<b>Business Address:</b>
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Lot 8 - Other Supplies & Materials (MCR)

Name and Location of Project	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

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Note:

- Contract (Purchase Order)
   Notice of Award and/or Notice to Proceed
   End user's acceptance or O.R. issued for the contract

(Printed Name & Signature)	
Submitted by:	Designation:

Republic of the Philippines

Government Procurement Policy Board