



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9793317  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII  
**Title** DSWD12-2023-PANTAWID-010 PROCUREMENT OF OFFICE SUPPLIES INTENDED FOR THE USE PANTAWID STAFF FOR CY 2023 (LOT 1 TO LOT 5)

#### Area of Delivery

<b>Solicitation Number:</b>	2023-05-0243PANTAWID	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	27/05/2023
<b>Approved Budget for the Contract:</b>	PHP 1,890,143.63	<b>Last Updated / Time</b>	26/05/2023 12:22 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	16/06/2023 10:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Loreto Jr. Vargas Cabaya Regional Director Purok Bumanaag, Depita Subdivision Koronadal City South Cotabato Philippines 9506 63-228-3180 Ext.81 63-228-3180 fo12@dswd.gov.ph		

#### Description

PHILIPPINE BIDDING DOCUMENTS

Procurement of Office Supplies Intended for the use Pantawid Staff for CY 2023 (lot 1 to lot 5)

Government of the Republic of the Philippines

Sixth Edition  
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in

accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
  - b. Specific details, such as the "name of the Procuring Entity" and "address for bid submission," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
  - c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
  - d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
  - e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
  - f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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

INVITATION TO BID FOR PROCUREMENT OF OFFICE SUPPLIES INTENDED FOR THE USE PANTAWID STAFF FOR CY 2023 (LOT 1 TO LOT 5)

1. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII, through the GENERAL APPROPRIATIONS ACT FY 2023 intends to apply the sum of One Hundred Sixty-eight Thousand Fourteen Pesos and Sixty-five Centavos (Php168,014.65) for Lot 1, Two Hundred Fifteen Thousand Nine Hundred Ninety-Six Pesos and Twenty-nine Centavos (Php215,996.29) for Lot 2, Two Hundred Twenty-eight Thousand Forty-seven Pesos and Sixty-five Centavos (Php228,047.65) for Lot 3, Three Hundred Twenty-eight Thousand Twenty-seven Pesos and Fifty-four Centavos (Php328,027.54) for Lot 4, and Nine Hundred Fifty Thousand Fifty-seven Pesos and Fifty Centavos (Php950,057.50) for Lot 5 being the ABC to payments under the contract with a Procurement Project/identification number DSWD12-2023-PANTAWID-010 for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII now invites bids for the above Procurement Project. Delivery of the Goods is required One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail"

criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII – Bids and Awards Committee Secretariat Office and inspect the Bidding Documents at the address given below during 8:00a.m. to 5:00 p.m..

5. A complete set of Bidding Documents may be acquired by interested Bidders on May 29, 2023 to June 15, 2023, 4:30 p.m. from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of;

LOT NO. ABC BID DOCS FEE

1 ₱168,014.65 ₱500.00

2 ₱215,996.29 ₱500.00

3 ₱228,047.65 ₱500.00

4 ₱328,027.54 ₱500.00

5 ₱950,057.50 ₱1,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII will hold a Pre-Bid Conference on June 2, 2023, 10:30 a.m. at DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before June 15, 2023, 5:00 p.m. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on June 16, 2023, 10:30 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

1. Prospective bidders are hereby reminded, as follows:

a. Bidding documents for Eligibility and Financial Envelopes shall comprise the following:

i. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

\*One (1) mother Envelope for Technical Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).

ii. The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

\*One (1) mother Envelope for Financial Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).

10. The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

DSWD 12 – BAC Secretariat Head  
Administrative Division – Procurement Section  
DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506  
procurement.fo12@dswd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:  
<https://fo12.dswd.gov.ph/bid-bulletin/>  
<https://www.philgeps.gov.ph>

May 26, 2023

JACKIYA A. LAO  
BAC Chairperson  
Section II. Instructions to Bidders

#### Notes on the Instructions to Bidders

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

#### 1. Scope of Bid

The Procuring Entity, DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII wishes to receive Bids for the DSWD12-2023-PANTAWID-010 Procurement of Office Supplies Intended for the use Pantawid Staff for CY 2023 (lot 1 to lot 5) with identification number DSWD12-2023-PANTAWID-010.

The Procurement Project (referred to herein as "Project") is composed of five (5) lots, the details of which are described in Section VII (Technical Specifications).

#### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 Approved GAA in the amount of One Million Eight Hundred Ninety Thousand One Hundred Forty-three Pesos and Sixty-three Centavos (Php1, 890,143.63).

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

#### 3. Bidding Requirements

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

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

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

#### 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

#### 5. Eligible Bidders

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

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

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to

this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that: 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.

## 10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within Two (2) Years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.

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

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in the BDS.

b. For Goods offered from abroad:

i. Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place

of destination in the Philippines as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in the BDS.

### 13. Bid and Payment Currencies

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

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

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.

14.2. The Bid and bid security shall be valid until October 14, 2023. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

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

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

### 16. Deadline for Submission of Bids

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

### 17. Opening and Preliminary Examination of Bids

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

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

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

### 18. Domestic Preference

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

### 19. Detailed Evaluation and Comparison of Bids

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

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

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

19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.



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

## 20. Post-Qualification

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

## 21. Signing of the Contract

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

## Section III. Bid Data Sheet

### Notes on the Bid Data Sheet

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

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

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

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

### Bid Data Sheet

#### ITB Clause

5.3 For this purpose, contracts similar to the Project shall be:

- a. Supply and Delivery of Medical supplies
- b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.

7.1 Subcontracting is not allowed

9 For clarification and amendment of bidding documents, prospective bidders shall submit a written request at Procuring Entity's given address or through electronic mail on/or before June 5, 2023 or at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

12 The price of the Goods shall be quoted DDP within the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.

14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount of not less than Lot 1: ₱3,360.29, Lot 2: ₱4,319.93, Lot 3: ₱4,560.95, Lot 4: ₱6,560.55, and Lot 5: ₱19,001.15 or the amount equivalent to two percent (2%) of ABC per Lot, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than Lot 1: ₱8,400.73, Lot 2: ₱10,799.81, Lot 3: ₱11,402.38, Lot 4: ₱16,401.38, and Lot 5: ₱47,502.88 or the amount equivalent to five percent (5%) of ABC per Lot if bid security is in Surety Bond.

15 Each Bidder shall submit the following in one (1) "mother" envelope duly sealed and labeled, containing two (2) sets of envelopes:

- i. First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.
- ii. Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.

All envelopes shall be labeled/marked as follows:

TO : JACKIYA A. LAO

CHAIRPERSON

BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12

FROM :

(Name of Bidder in Capital Letters)

ADDRESS: (Address of Bidder in Capital Letters)

PROJECT:

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 1- Sarangani Province and General Santos City)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 2- South Cotabato)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 3- Sultan Kudarat Province)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 4- Cotabato Province)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 5- RPMO)

BID REF NO.: ITB NO. DSWD12-2023-PANTAWID-010

ABC :

Lot 1 - ₱168,014.65

Lot 2 - ₱215,996.29

Lot 3 - ₱228,047.65

Lot 4 - ₱328,027.54

Lot 5 - ₱950,057.50

DO NOT OPEN BEFORE: 16 JUNE 2023; 10:30 A.M.

19.1 1. All forms must be submitted using the prescribed format provided by the Procuring Entity and completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder, otherwise, bids shall be subject to an outright disqualification.

19.3 DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 1- Sarangani Province and General Santos City)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 2- South Cotabato)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 3- Sultan Kudarat Province)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 4- Cotabato Province)

DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023

(LOT 5- RPMO)

20.2 Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice of Post Qualification from the BAC that the supplier has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), the Supplier shall submit and/or present the following requirements for Post Qualification in accordance to Section 34 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA9184:

1. Present original copy of the following:

a. Latest Income Tax Return and Business Tax Return

b. Latest Value Added Tax (VAT) Return

Tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) or its duly accredited and authorized institutions shall be accepted.

a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

b. Valid Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;

c. Valid Business/Mayor's permit issued by the city or municipality where the principal place of business of the bidder is located;

d. Valid Tax Clearance per EO 398, Series of 2005, as finally reviewed and approved by the BIR;

e. Bureau of Internal Revenue (BIR) Registration Certificate.

f. Copy of Contracts or PO's, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going contracts

g. End-User's Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract

h. Company profile and Organizational Chart. Company printed brochure may be included.

i. Vicinity Map/Location of the business.

j. Supplier's Audited Financial Statements, showing, among others, the supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not earlier than two (2) years from the date of bid submission.

k. Other appropriate licenses and permits required by law and stated in the Bidding Documents.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

NOTE: FOR POST QUALIFICATION PURPOSES ONLY  
21.2 NO OTHER INSTRUCTIONS

#### Section IV. General Conditions of Contract

##### Notes on the General Conditions of Contract

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

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

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

##### 1. Scope of Contract

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

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

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

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

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

##### 3. Performance Security

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

##### 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the 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

##### Notes on the Special Conditions of Contract

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

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

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

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

##### Special Conditions of Contract

###### GCC Clause

###### 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 One time at EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. 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).

For purposes of this Clause the Procuring Entity's Representative at the Project Site are Inspection (DSWD Inspection Committee, Designated Inspectorate at the Regional Level, Final Acceptance by the DSWD Acceptance Committee, and End-user)

###### Incidental Services –

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.

###### 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 The terms of payment shall be as follows:

Must correspond to the value of goods delivered and accepted after the appropriate inspection acceptance procedures

Proof of Deliveries (Delivery Receipts/Acknowledgement Receipts) must be signed by authorized persons to support claims for payment.

4 The inspections and tests will be conducted every delivery by the Inspection (DSWD Inspection Committee), Designated Inspectorate at the Regional Level, Final Acceptance by the DSWD Acceptance Committee, and End-User

#### Section VI. Schedule of Requirements

A. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 1- Sarangani Province and General Santos City)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number Description Quantity Total Delivered, Weeks/Months

1 Epson 003 Ink Refill-Black 16 bottles 16 bottles

One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order

2 Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets 355 reams 355 reams

3 Paper, multicopy, legal, 80gsm, 500 sheets 250 reams 250 reams

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

B. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 2- South Cotabato)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number Description Quantity Total Delivered, Weeks/Months

1 Paper Parchment, size: 210 x 297mm, multi-purpose 3 reams 3 reams

One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order

2 Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack 5 packs 5 packs

3 Alcohol, 70%, ethyl, 500ml, with moisturizer, hypoallergenic 30 bottles 30 bottles

4 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors 100 pads 100 pads

- 5 Ballpen, (Black, 50piece/box) 4 boxes 4 boxes
  - 6 Signing pen, black,0.7 50 pieces 50 pieces
  - 7 Correction tape, film base type, UL 8m min 100 pieces 100 pieces
  - 8 Epson 664 Ink Refill-Cyan 30 bottles 30 bottles
  - 9 Epson 664 Ink Refill-Magenta 30 bottles 30 bottles
  - 10 Epson 664 Ink Refill-Yellow 30 bottles 30 bottles
  - 11 Epson 664 Ink Refill-Black 30 bottles 30 bottles
  - 12 Glue, Multi-purpose, non-toxic, 200grams 20 bottles 20 bottles
  - 13 Paper, multicopy,210mm x 297mm(A4), 80gsm, 500 sheets 250 reams 250 reams
  - 14 Paper, multicopy, legal, 80gsm, 500 sheets 200 reams 200 reams
  - 15 Stapler, standard type, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort 13 pieces 13 pieces
  - 16 Staple wire, Standard, (26/6) 30 boxes 30 boxes
  - 17 Folder, Brown, for legal size documents, 100pcs/pack 1 packs 1 packs
  - 18 Record book, 300 pages, size: 214mm x 278mm min 15 pieces 15 pieces
  - 19 Stamp pad ink, blue, 50mL 13 bottles 13 bottles
  - 20 Paper fastener, Plastic, 6.5" Long, 70mm between prongs 19 boxes 19 boxes
  - 21 Manila paper, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves 20 sleeves 20 sleeves
  - 22 Marker, Permanent, bullet type, black 20 pieces 20 pieces
  - 23 Pencil, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box 4 boxes 4 boxes
  - 24 Paper Clip, vinyl/plastic coat, length: 32mm min 20 boxes 20 boxes
  - 25 Cutter knife, for general purpose 7 pieces 7 pieces
  - 26 Scissors, symmetrical, blade length: 65mm min 8 pairs 8 pairs
  - 27 Tape, Double sided, 24mm, 50 meters 10 rolls 10 rolls
  - 28 Puncher, paper, heavy duty, with two hole guide 7 pieces 7 pieces
  - 29 Tape, Transparent, width: 24mm (±1mm), length:50meters 15 rolls 15 rolls
  - 30 Magazine file box, Large size, made of chipboard (FILEX) 13 pieces 13 pieces
  - 31 Marker, whiteboard, black, felt tip, bullet type 10 pieces 10 pieces
  - 32 Marker, whiteboard, blue, felt tip, bullet type 10 pieces 10 pieces
  - 33 Marker, Fluorescent, 3 colors per set 15 sets 15 sets
- NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**C. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 3- Sultan Kudarat Province)**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total Delivered	Weeks/Months
1	Calculator, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	4 units	4 units	4 units
One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order				
2	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	90 pads	90 pads	90 pads
3	Ballpen, (Black, 50piece/box)	6 boxes	6 boxes	6 boxes
4	Signing pen, black, 0.7	100 pieces	100 pieces	100 pieces
5	Signing pen, blue, 0.7	100 pieces	100 pieces	100 pieces
6	Correction tape, film-base type, UL 8m min	150 pieces	150 pieces	150 pieces
7	Epson 664 Ink Refill-Cyan	10 bottles	10 bottles	10 bottles
8	Epson 664 Ink Refill-Magenta	10 bottles	10 bottles	10 bottles
9	Epson 664 Ink Refill-Yellow	10 bottles	10 bottles	10 bottles
10	Epson 664 Ink Refill-Black	10 bottles	10 bottles	10 bottles
11	Glue, Multi-purpose, non-toxic, 200grams	22 bottles	22 bottles	22 bottles
12	Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	200 reams	200 reams	200 reams
13	Paper, multicopy, legal, 80gsm, 500 sheets	200 reams	200 reams	200 reams
14	Stapler, standard type, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	13 pieces	13 pieces	13 pieces
15	Stape wire, Standard, (26/6)	26 boxes	26 boxes	26 boxes
16	Record book, 300 Pages, size: 214mm x 278mm min	100 pieces	100 pieces	100 pieces
17	Stamp pad ink, blue, 50mL	40 bottles	40 bottles	40 bottles
18	Paper fastener, Plastic, 6.5" Long, 70mm between prongs	33 boxes	33 boxes	33 boxes
19	Marker, permanent, bullet type, black	75 pieces	75 pieces	75 pieces
20	Marker, permanent, bullet type, blue	75 pieces	75 pieces	75 pieces

- 21 Tape, masking, 24mm, 50 meters length 30 rolls 30 rolls
- 22 Paper clip, vinyl/plastic coat, length: 50mm min 70 boxes 70 boxes
- 23 Puncher, paper, heavy duty, with two hole guide 20 pieces 20 pieces
- 24 Magazine file box, Large size, made of chipboard (FILEX) 91 pieces 91 pieces
- 25 Stamp pad felt, blue, bed dimension: 60mm x 100mm min 30 pieces 30 pieces
- 26 CANON GI-71 Ink Bottle (Black) 2 bottles 2 bottles
- 27 CANON GI-71 Ink Bottle (Cyan) 2 bottles 2 bottles
- 28 CANON GI-71 Ink Bottle (Magenta) 2 bottles 2 bottles
- 29 CANON GI-71 Ink Bottle (Yellow) 2 bottles 2 bottles

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

D. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 4- Cotabato Province)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number Description Quantity Total Delivered, Weeks/Months

- 1 Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack 40 packs 40 packs
- One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order
- 2 Alcohol, 70%, ethyl, 500ml, with moisturizer, hypoallergenic 60 bottles 60 bottles
- 3 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors 100 pads 100 pads
- 4 Ballpen, (Black, 50piece/box) 10 boxes 10 boxes
- 5 Ballpen, (Blue, 50piece/box) 10 boxes 10 boxes
- 6 Signing pen, black, 0.7 80 pieces 80 pieces
- 7 Signing pen, blue, 0.7 80 pieces 80 pieces
- 8 Correction tape, film base type, UL 8m min 100 pieces 100 pieces
- 9 Epson 664 Ink Refill-Cyan 40 bottles 40 bottles
- 10 Epson 664 Ink Refill-Magenta 40 bottles 40 bottles
- 11 Epson 664 Ink Refill-Yellow 40 bottles 40 bottles
- 12 Epson 664 Ink Refill-Black 40 bottles 40 bottles
- 13 Epson 003 Ink Refill-Cyan 40 bottles 40 bottles
- 14 Epson 003 Ink Refill-Magenta 40 bottles 40 bottles
- 15 Epson 003 Ink Refill-Yellow 40 bottles 40 bottles
- 16 Epson 003 Ink Refill-Black 40 bottles 40 bottles
- 17 Paper, multicopy,210mm x 297mm(A4), 80gsm, 500 sheets 70 reams 70 reams
- 18 Paper, multicopy, legal, 80gsm, 500 sheets 60 reams 60 reams
- 19 Stapler, standard type, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort 40 pieces 40 pieces
- 20 Staple wire, standard, (26/6) 100 boxes 100 boxes
- 21 Folder, Brown, for legal size documents, 100pcs/pack 40 packs 40 packs
- 22 Record Book, 300 Pages, size: 214mm x 278mm min 100 pieces 100 pieces
- 23 Paper fastener, Plastic, 6.5" Long, 70mm between prongs 60 boxes 60 boxes
- 24 Marker, permanent, bullet type, black 83 pieces 83 pieces
- 25 Tape, masking, 24mm, 50 meters length 50 rolls 50 rolls
- 26 Paper clip, vinyl/plastic coat, length: 32mm min 100 boxes 100 boxes
- 27 Tape, Double sided, 24mm, 50 meters 30 rolls 30 rolls
- 28 Puncher, paper, heavy duty, with two hole guide 10 pieces 10 pieces
- 29 Tape, packaging, brown, 24mm, 50 meters length 40 rolls 40 rolls
- 30 Tape, packaging, brown, 48mm, 50 meters length 40 rolls 40 rolls
- 31 INEO Toner INK Z type (duplication ink) S4253, Black (Photocopier) 5 pieces 5 pieces

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

E. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 5- RPMO)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total Delivered	Weeks/Months
1	Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack 100 packs	100 packs	100 packs	
One-time Delivery within Thirty (30) Days (excluding weekends) upon the Receipt of the Purchase Order				
2	Photo Paper Glossy, A4, 230GSM, 20sheets/pack 50 pads	50 pads	50 pads	
3	Storage Box, Trans Clear, 20L	15 boxes	15 boxes	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	250 boxes	250 boxes	
5	Signing pen, black, liquid/gel ink, 0.5mm needle tip	200 pieces	200 pieces	
6	Signing pen, blue, liquid/gel ink, 0.5mm needle tip	200 pieces	200 pieces	
7	Signing pen, Liquid/Gel ink, black, 0.7mm	100 pieces	100 pieces	
8	Signing pen, Liquid/Gel ink, blue, 0.7mm	100 pieces	100 pieces	
9	Correction tape, film base type, UL 6m min	500 pieces	500 pieces	
10	Canon GI-71 (PGBK) Ink Refill (Black)	250 bottles	250 bottles	
11	Canon GI-71 (M) Ink Refill (Magenta)	100 bottles	100 bottles	
12	Canon GI-71 (Y) Ink Refill (Yellow)	100 bottles	100 bottles	
13	Canon GI-71 (C) Ink Refill (Cyan)	100 bottles	100 bottles	
14	Brother BT D60 BK (Black)	15 bottles	15 bottles	
15	Brother BT5000Y (Yellow)	15 bottles	15 bottles	
16	Brother BT5000C (Cyan)	15 bottles	15 bottles	
17	Brother BT5000M (Magenta)	15 bottles	15 bottles	
18	Epson 664 Ink Refill-Black	150 bottles	150 bottles	
19	Epson 003 Ink Refill-Black	150 bottles	150 bottles	
20	Canon Pixma 790 Ink(Black)	20 bottles	20 bottles	
21	Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	750 reams	750 reams	
22	Paper, multicopy, legal, 80gsm, 500 sheets	400 reams	400 reams	
23	Stapler, Weight: 293g (0.64lbs) Product Dimension: 135mm x 40mm x 55mm (5.31in x 1.57in x 2.16in); Color: Gray; Material Type: Metal	20 pieces	20 pieces	
24	Staple wire, Standard, (26/6)	100 pieces	100 pieces	
25	Flash Drive, 32 GB capacity	70 pieces	70 pieces	
26	2-tier Mesh Document Tray Filing Data Rack	10 pieces	10 pieces	
27	Ball clicker, erasable pen, tip size 0.5, Refillable, black	25 pieces	25 pieces	
28	Ball clicker, erasable pen, tip size 0.5, Refillable, blue	25 pieces	25 pieces	
29	Marker, permanent, bullet type, black	50 pieces	50 pieces	
30	Marker, permanent, bullet type, blue	50 pieces	50 pieces	
31	Pencil, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box	50 boxes	50 boxes	
32	Paper clip, vinyl/plastic coat, length: 32mm min	250 boxes	250 boxes	
33	Scissors (200mm 8") Soft Grip Handle	50 pieces	50 pieces	
34	Tape, packaging, brown, 24mm, 50 meters length	99 pieces	99 pieces	
35	Marker, whiteboard, black, felt tip, bullet type	100 pieces	100 pieces	
36	Large Heavy Duty Tape Dispenser (1 inch Size of Tape)	50 pieces	50 pieces	
37	Scotch tape, 1 inch size, 100 meters (for tape dispenser)	50 pieces	50 pieces	
38	Gel Ink Pen 0.05mm, Blue (12 pcs/box)	150 boxes	150 boxes	
39	Gel Ink Pen 0.05mm, Black (12 pcs/box)	150 boxes	150 boxes	
40	0.5mm Table Top Pen, Black Counter Pen, Desk Table Pen with String	15 pieces	15 pieces	
41	Tape Double Sided, 12-18-24mm 1Meter	50 pieces	50 pieces	
42	All-Purpose Glue Stick, 22 grams	20 pieces	20 pieces	

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the



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

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

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

Sample Clause: Equivalency of Standards and Codes

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

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "or at least equivalent." References to brand names cannot be used when the funding source is the GOP.

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

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

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

#### Technical Specifications

A. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 1- Sarangani Province and General Santos City)

##### Item Specification Statement of Compliance

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

1 Epson 003 Ink Refill-Black -16 bottles

2 Paper,multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets -355 reams

3 Paper, multicopy, legal, 80gsm, 500 sheets -250 reams

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**B. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 2- South Cotabato)**

**Item Specification Statement of Compliance**

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

- 1 Paper Parchment, size: 210 x 297mm, multi-purpose -3 reams
- 2 Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack -5 packs
- 3 Alcohol, 70%, ethyl, 500ml, with moisturizer, hypoallergenic -30 bottles
- 4 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors -100 pads
- 5 Ballpen, (Black, 50piece/box) -4 boxes
- 6 Signing pen, black,0.7 -50 pieces
- 7 Correction tape, film base type, UL 8m min -100 pieces
- 8 Epson 664 Ink Refill-Cyan -30 bottles
- 9 Epson 664 Ink Refill-Magenta -30 bottles
- 10 Epson 664 Ink Refill-Yellow -30 bottles
- 11 Epson 664 Ink Refill-Black -30 bottles
- 12 Glue, Multi-purpose, non-toxic, 200grams -20 bottles
- 13 Paper, multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -250 reams
- 14 Paper, multicopy, legal, 80gsm, 500 sheets -200 reams
- 15 Stapler, standard type, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort -13 pieces
- 16 Staple wire, Standard, (26/6) -30 boxes
- 17 Folder, Brown, for legal size documents, 100pcs/pack -1 pack
- 18 Record book, 300 pages, size: 214mm x 278mm min -15 pieces
- 19 Stamp pad ink, blue, 50ML -13 bottles
- 20 Paper fastener, Plastic, 6.5" Long, 70mm between prongs -19 boxes
- 21 Manila paper, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves -20 sleeves
- 22 Marker, Permanent, bullet type, black -20 pieces
- 23 Pencil, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box -4 boxes
- 24 Paper Clip, vinyl/plastic coat, length: 32mm min -20 boxes
- 25 Cutter knife, for general purpose -7 pieces
- 26 Scissors, symmetrical, blade length: 65mm min -8 pairs
- 27 Tape, Double sided, 24mm, 50 meters -10 rolls
- 28 Puncher, paper, heavy duty, with two hole guide -7 pieces
- 29 Tape, Transparent, width: 24mm (±1mm), length:50meters -15 rolls
- 30 Magazine file box, Large size, made of chipboard (FILEX) -13 pieces
- 31 Marker, whiteboard, black, felt tip, bullet type -10 pieces
- 32 Marker, whiteboard, blue, felt tip, bullet type -10 pieces
- 33 Marker, Fluorescent, 3 colors per set -15 sets

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**C. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 3- Sultan Kudarat Province)**

**Item Specification Statement of Compliance**

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

- 1 Calculator, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered -4 units
- 2 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors -90 pads
- 3 Ballpen, (Black, 50piece/box) -6 boxes
- 4 Signing pen, black, 0.7 -100 pieces
- 5 Signing pen, blue, 0.7 -100 pieces
- 6 Correction tape, film-base type, UL 8m min -150 pieces
- 7 Epson 664 Ink Refill-Cyan -10 bottles
- 8 Epson 664 Ink Refill-Magenta -10 bottles
- 9 Epson 664 Ink Refill-Yellow -10 bottles
- 10 Epson 664 Ink Refill-Black -10 bottles
- 11 Glue, Multi-purpose, non-toxic, 200grams -22 bottles
- 12 Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets -200 reams
- 13 Paper, multicopy, legal, 80gsm, 500 sheets -200 reams
- 14 Staper, standard type, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort -13 pieces
- 15 Stape wire, Standard, (26/6) -26 boxes
- 16 Record book, 300 Pages, size: 214mm x 278mm min -100 pieces
- 17 Stamp pad ink, blue, 50mL -40 bottles
- 18 Paper fastener, Plastic, 6.5" Long, 70mm between prongs -33 boxes
- 19 Marker, permanent, bullet type, black -75 pieces
- 20 Marker, permanent, bullet type, blue -75 pieces
- 21 Tape, masking, 24mm, 50 meters length -30 rolls
- 22 Paper clip, vinyl/plastic coat, length: 50mm min -70 boxes
- 23 Puncher, paper, heavy duty, with two hole guide -20 pieces
- 24 Magazine file box, Large size, made of chipboard (FILEX) -91 pieces
- 25 Stamp pad felt, blue, bed dimension: 60mm x 100mm min -30 pieces
- 26 CANON GI-71 Ink Bottle (Black) -2 bottles
- 27 CANON GI-71 Ink Bottle (Cyan) -2 bottles
- 28 CANON GI-71 Ink Bottle (Magenta) -2 bottles
- 29 CANON GI-71 Ink Bottle (Yellow) -2 bottles

NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

D. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 4- Cotabato Province)

#### Item Specification Statement of Compliance

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

- 1 Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack -40 packs
- 2 Alcohol, 70%, ethyl, 500ml, with moisturizer, hypoallergenic -60 bottles
- 3 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors -100 pads
- 4 Ballpen, (Black, 50piece/box) -10 boxes
- 5 Ballpen, (Blue, 50piece/box) -10 boxes
- 6 Signing pen, black, 0.7 -80 pieces

- 7 Signing pen, blue, 0.7 -80 pieces
  - 8 Correction tape, film base type, UL 8m min -100 pieces
  - 9 Epson 664 Ink Refill-Cyan -40 bottles
  - 10 Epson 664 Ink Refill-Magenta -40 bottles
  - 11 Epson 664 Ink Refill-Yellow -40 bottles
  - 12 Epson 664 Ink Refill-Black -40 bottles
  - 13 Epson 003 Ink Refill-Cyan -40 bottles
  - 14 Epson 003 Ink Refill-Magenta -40 bottles
  - 15 Epson 003 Ink Refill-Yellow -40 bottles
  - 16 Epson 003 Ink Refill-Black -40 bottles
  - 17 Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets -70 reams
  - 18 Paper, multicopy, legal, 80gsm, 500 sheets -60 reams
  - 19 Stapler, standard type, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort -40 pieces
  - 20 Staple wire, standard, (26/6) -100 boxes
  - 21 Folder, Brown, for legal size documents, 100pcs/pack -40 packs
  - 22 Record Book, 300 Pages, size: 214mm x 278mm min -100 pieces
  - 23 Paper fastener, Plastic, 6.5" Long, 70mm between prongs -60 boxes
  - 24 Marker, permanent, bullet type, black -83 pieces
  - 25 Tape, masking, 24mm, 50 meters length -50 rolls
  - 26 Paper clip, vinyl/plastic coat, length: 32mm min -100 boxes
  - 27 Tape, Double sided, 24mm, 50 meters -30 rolls
  - 28 Puncher, paper, heavy duty, with two hole guide -10 pieces
  - 29 Tape, packaging, brown, 24mm, 50 meters length -40 rolls
  - 30 Tape, packaging, brown, 48mm, 50 meters length -40 rolls
  - 31 INEO Toner INK Z type (duplication ink) S4253, Black (Photocopier) -5 pieces
- NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**E. DSWD12-2023-PANTAWID-010 PROCUREMENT of Office Supplies Intended for the use Pantawid Staff for CY 2023 (LOT 5- RPMO)**

**Item Specification Statement of Compliance**

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

1 Bathroom tissue, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack -100 packs

2 Photo Paper Glossy, A4, 230GSM, 20sheets/pack -50 pads

3 Storage Box, Trans Clear, 20L -15 boxes

4 Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors -250 boxes

5 Signing pen, black, liquid/gel ink, 0.5mm needle tip -200 pieces

6 Signing pen, blue, liquid/gel ink, 0.5mm needle tip -200 pieces

7 Signing pen, Liquid/Gel ink, black, 0.7mm -100 pieces

8 Signing pen, Liquid/Gel ink, blue, 0.7mm -100 pieces

9 Correction tape, film base type, UL 6m min -500 pieces

10 Canon GI-71 (PGBK) Ink Refill (Black) -250 bottles

11 Canon GI-71 (M) Ink Refill (Magenta) -100 bottles

12 Canon GI-71 (Y) Ink Refill (Yellow) -100 bottles

13 Canon GI-71 (C) Ink Refill (Cyan) -100 bottles

14 Brother BT D60 BK (Black) -15 bottles

15 Brother BT5000Y (Yellow) -15 bottles

16 Brother BT5000C (Cyan) -15 bottles

17 Brother BT5000M (Magenta) -15 bottles

18 Epson 664 Ink Refill-Black -150 bottles

19 Epson 003 Ink Refill-Black -150 bottles

20 Canon Pixma 790 Ink(Black) -20 bottles

- 21 Paper, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets -750 reams
  - 22 Paper, multicopy, legal, 80gsm, 500 sheets -400 reams
  - 23 Stapler, Weight: 293g (0.64lbs) Product Dimension: 135mm x 40mm x 55mm (5.31in x 1.57in x 2.16in); Color: Gray; Material Type: Metal -20 pieces
  - 24 Staple wire, Standard, (26/6) -100 pieces
  - 25 Flash Drive, 32 GB capacity -70 pieces
  - 26 2-tier Mesh Document Tray Filing Data Rack -10 pieces
  - 27 Ball clicker, erasable pen, tip size 0.5, Refillable, black -25 pieces
  - 28 Ball clicker, erasable pen, tip size 0.5, Refillable, blue -25 pieces
  - 29 Marker, permanent, bullet type, black -50 pieces
  - 30 Marker, permanent, bullet type, blue -50 pieces
  - 31 Pencil, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box -50 boxes
  - 32 Paper clip, vinyl/plastic coat, length: 32mm min -250 boxes
  - 33 Scissors (200mm 8") Soft Grip Handle -50 pieces
  - 34 Tape, packaging, brown, 24mm, 50 meters length -99 pieces
  - 35 Marker, whiteboard, black, felt tip, bullet type -100 pieces
  - 36 Large Heavy Duty Tape Dispenser (1 inch Size of Tape) -50 pieces
  - 37 Scotch tape, 1 inch size, 100 meters (for tape dispenser) -50 pieces
  - 38 Gel Ink Pen 0.05mm, Blue (12 pcs/box) -150 boxes
  - 39 Gel Ink Pen 0.05mm, Black (12 pcs/box) -150 boxes
  - 40 0.5mm Table Top Pen, Black Counter Pen, Desk Table Pen with String -15 pieces
  - 41 Tape Double Sided, 12-18-24mm 1Meter -50 pieces
  - 42 All-Purpose Glue Stick, 22 grams -20 pieces
- NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO

Conforme:

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the

Insurance Commission or Original copy of Notarized Bid Securing Declaration; and

(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and after-sales/parts; and

(f) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

(i) Original of duly signed and accomplished Financial Bid Form; and

(j) Original of duly signed and accomplished Price Schedule(s).

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

(k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]

Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OFFICE SUPPLIES	OFFICE SUPPLIES-LOT 1	1	Lot	168,014.65
2	OFFICE SUPPLIES	OFFICE SUPPLIES-LOT 2	1	Lot	215,996.29
3	OFFICE SUPPLIES	OFFICE SUPPLIES-LOT 3	1	Lot	228,047.65
4	OFFICE SUPPLIES	OFFICE SUPPLIES-LOT 4	1	Lot	328,027.54
5	OFFICE SUPPLIES	OFFICE SUPPLIES-LOT 5	1	Lot	950,057.50

**Pre-bid Conference**

Date	Time	Venue
02/06/2023	10:30:00 AM	DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City

**Created by** Loreto Jr. Vargas Cabaya

**Date Created** 26/05/2023

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