



Department of Social Welfare and Development



BAGONG PILIPINAS

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII**

Purok Bumanaag, Brgy. Zone III, Koroandal City, 9506

**PHILIPPINE BIDDING DOCUMENTS  
FOR THE  
PROCUREMENT OF SUPPLY AND  
DELIVERY OF OFFICE SUPPLIES FOR  
THE USE OF AICS STAFF (LOT 1 TO  
LOT 8)**

**Project Identification No. DSWD12-CIS-2024-05-009**

**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 THE

### **DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF (LOT 1 TO LOT 8)**

1. The **Department of Social Welfare and Development Field Office XII**, through the *General Appropriations Act for 2024* intends to apply the sum of the *amount* being the ABC to payments under the contract for each following lot/item:
  - a. Three Hundred Fifty-one Thousand and Seven Hundred Twenty-two Pesos Only (₱351,722.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SURALLAH, SOUTH COTABATO (LOT1);
  - b. Five Hundred Twenty-eight Thousand and Three Hundred Twenty-seven Pesos Only (₱528,327.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KIDAPAWAN CITY (LOT2);
  - c. Two Hundred Twenty-two Thousand and Four Hundred Seventy-two Pesos Only (₱222,472.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN TACURONG CITY (LOT3);
  - d. Four Hundred Ninety-four Thousand and Forty-seven Pesos Only (₱494,047.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SARANGANI (LOT4);
  - e. One Hundred Eighty Thousand and Two Hundred One Pesos Only (₱180,201.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN GENERAL SANTOS CITY (LOT5);
  - f. One Million Four Hundred Eleven Thousand and Eight Hundred Sixty-five Pesos Only (₱1,411,865.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KORONADAL CITY (LOT6);

**g. One Hundred Eight Thousand and Fifty Pesos Only (₱108,050.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN MIDSAYAP (LOT7); and

**h. One Hundred Twenty-five Thousand and Eight Hundred Three Pesos Only (₱125,803.00)** for DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN COTABATO CITY (LOT8)

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 20 days upon the receipt of the Approved 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 office hours (**8:00a.m. to 5:00 p.m.**).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 03, 2024 to June 24, 2024, 05:00 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:*

Item no.	Approved Budget for the Contract	Bid Docs Amount
LOT 1	₱351,722.00	₱500.00
LOT 2	₱528,327.00	₱500.00
LOT 3	₱222,472.00	₱500.00
LOT 4	₱494,047.00	₱500.00
LOT 5	₱180,201.00	₱500.00
LOT 6	₱1,411,865.00	₱5,000.00
LOT 7	₱108,050.00	₱500.00
LOT 8	₱125,803.00	₱500.00

<b>Total</b>	<b>₱3,422,487.00</b>	<b>Php 5,000.00 (maximum fee for sale of bidding documents)</b>
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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<sup>1</sup> on **June 10, 2024, 09:00 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 (i) manual submission at the office address indicated below on or before **June 26, 2024, 09:00 a.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 and evaluation shall be on **June 26, 2024, 10:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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)**.

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

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

11. 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.

12. 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*

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://fo12.dswd.gov.ph/bid-bulletin/>

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

***June 03, 2024***

**JACKIYA A. LAO**

BAC Chairperson

By the Authority of the BAC  
Chairperson

(sgd.)

**EMERITA Q. DIZON. RSW, MPS**

BAC Vice 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 ***PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF (LOT 1 TO LOT 8)*** with identification number ***DSWD12-CIS-2024-05-009***.

The Procurement Project (referred to herein as “Project”) is composed of one lot or item, 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 ***2024 Approved*** in the amount of **Three Million Four Hundred Twenty-two Thousand and Four Hundred Eighty-seven Pesos Only (₱3,422,487.00)**

2.2. The source of funding the **General Appropriations Act**.

## **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 Procuring Entity has prescribed that:
- a. **Subcontracting is not allowed.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **June 10, 2024, 10:00 a.m.** and at its physical address **DEPARTMENT OF SOCIAL WELFARE**

**AND DEVELOPMENT FIELD OFFICE 12, Regional Center, Brgy. Carpenter Hill, Koronadal City** 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**, **on/or before June 16, 2024 or 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:

- a. 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 until **October 26, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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<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.

- 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 One Project having several items, which shall be awarded as separate contracts per item.
- 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Supply and delivery of <b>office supplies</b>.</li> <li>b. Completed within <b>at least two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<b><i>Subcontracting is not allowed</i></b>
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>₱7,034.44 for Lot 1, ₱10,566.54 for Lot 2, ₱4,449.44 for Lot 3, ₱9,880.94 for Lot 4, ₱3,604.02 for Lot 5, ₱28,237.30 for Lot 6, ₱2,161.00 for Lot 7, and ₱2,516.06 for Lot 8 or the amount equivalent to two percent (2%) of ABC</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>₱17,586.10 for Lot 1, ₱26,416.35 for Lot 2, ₱11,123.60 for Lot 3, ₱24,702.35 for Lot 4, ₱9,010.05 for Lot 5, ₱70,593.25 for Lot 6, ₱5,402.50 for Lot 7, and ₱6,290.15 for Lot 8 or the amount equivalent to five percent (5%) of ABC</b> if bid security is in Surety Bond.</li> </ol>
19.1	<ol style="list-style-type: none"> <li>1. <i>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.</i></li> <li>2. <i>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.</i></li> </ol>
20.2	<p>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:</p> <p><b>1. Present original copy of the following:</b></p> <ol style="list-style-type: none"> <li>a. a. Latest Income Tax Return and Business Tax Return (<b><u>For 4<sup>th</sup> Quarter of 2023</u></b>)</li> <li>b. b. Latest Value Added Tax (VAT) Return (<b><u>For 4<sup>th</sup> Quarter of 2023, if applicable</u></b>)</li> </ol>

	<p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing &amp; Payment System (EFPS) shall be accepted.</i></p> <p>c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)</p> <p>d. 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;</p> <p>e. Valid Business/Mayor’s permit issued by the city or municipality where the principal place of business of the bidder is located;</p> <p>f. Valid Tax Clearance per EO 398, Series of 2005, as finally reviewed and approved by the BIR;</p> <p>g. Bureau of Internal Revenue (BIR) Registration Certificate.</p> <p>h. Copy of Contracts or PO’s, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going contracts</p> <p>i. 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</p> <p>j. Company profile and Organizational Chart. Company printed brochure may be included.</p> <p>k. Vicinity Map/Location of the business.</p> <p>l. Other appropriate licenses and permits required by law and stated in the Bidding Documents.</p> <p>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.</p> <p>NOTE: FOR POST QUALIFICATION PURPOSES ONLY</p>
20.3	<p>Each Bidder shall submit the following in one (1) “mother” envelope duly sealed and labeled, containing two (2) sets of envelopes:  First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.  Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.</p>

20.4	<p>All envelopes shall be labeled/marked as follows:  TO : JACKIYA A. LAO  CHAIRPERSON  BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12</p> <p>FROM : _____  (Name of Bidder in Capital Letters)</p> <p>ADDRESS: _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT:  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SURALLAH SOUTH COTABATO (LOT 1)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KIDAPAWAN CITY (LOT 2)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN TACURONG CITY (LOT 3)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SARANGANI (LOT 4)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN GENERAL SANTOS CITY (LOT 5)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KORONADAL CITY (LOT 6)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN MIDSAYAP (LOT 7)  PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN COTABATO CITY (LOT 8)</p> <p><b><u>BID REF NO.: ITB NO.</u></b>  <b>DSWD12-CIS-2024-05-009 (LOT1)</b>  <b>DSWD12-CIS-2024-05-009 (LOT2)</b>  <b>DSWD12-CIS-2024-05-009 (LOT3)</b>  <b>DSWD12-CIS-2024-05-009 (LOT4)</b>  <b>DSWD12-CIS-2024-05-009 (LOT5)</b>  <b>DSWD12-CIS-2024-05-009 (LOT6)</b>  <b>DSWD12-CIS-2024-05-009 (LOT7)</b>  <b>DSWD12-CIS-2024-05-009 (LOT8)</b></p> <p><b><u>Approved Budget for the Contract :</u></b>  LOT 1 ₱351,722.00  LOT 2 ₱528,327.00  LOT 3 ₱222,472.00  LOT 4 ₱494,047.00  LOT 5 ₱180,201.00  LOT 6 ₱1,411,865.00  LOT 7 ₱108,050.00  LOT 8 ₱125,803.00  DO NOT OPEN BEFORE: 26 JUNE 2024; 10:00 A.M.</p>
21.2	<i>No further instructions</i>

## ***Section IV. General Conditions of Contract***

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

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

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

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



## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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*

### **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	
	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO)</b>  <b>Place of Delivery / Venue: As per identified area per lot</b></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts – Not applicable</b></p>
	<p><b>Packaging – Not Applicable</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p><b>Payment Term: 1 month after the conduct of activity</b></p> <p>Partial payment must correspond to the value of goods delivered and accepted after the appropriate inspection and acceptance procedures.</p> <p>Proof of deliveries (delivery receipts or acknowledgement receipts) must be signed by an authorized person to support claims for payment.</p>
4	<p>The inspections and tests that will be conducted by the Inspection (DSWD Inspection Committee), Designated Inspectorate at the Regional Level, Final Acceptance by the DSWD Acceptance Committee, and End-User</p>

## *Section VI. Schedule of Requirements*

### **A. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SURALLAH SOUTH COTABATO (LOT 1)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
LOT 1				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	40 BOXES	40 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	30 BOXES	30 BOXES	
3	Construction Paper Assorted Colors, 78gsm	20 PACKS	20 PACKS	
4	EXPANDED FOLDER LONG-BROWN	100 PIECES	100 PIECES	
5	EXPANDED FOLDER LONG-BLUE	100 PIECES	100 PIECES	
6	EXPANDED FOLDER LONG-WHITE	100 PIECES	100 PIECES	
7	Paper Fastener 70mm x 8 -1/2 inches long 50pcs per box	60 BOXES	60 BOXES	
8	MARKER PERMANENT, bullet type , black	10 PIECES	10 PIECES	
9	MARKER PERMANENT, bullet type , blue	10 PIECES	10 PIECES	
10	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	50 BOXES	50 BOXES	
11	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	30 BOXES	30 BOXES	
12	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	30 BOXES	30 BOXES	
13	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based	10 BOXES	10 BOXES	

	Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g			
14	CORRECTION TAPE (6 METERS)	100 PIECES	100 PIECES	
15	STICK ON NOTE PAD (Assorted Colours, 100 sheets, dimension: 10.2 × 1 × 7.6 cm)	10 PIECES	10 PIECES	
16	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad	10 PACKS	10 PACKS	
17	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD- 50,HD-50R,HD-50F and HD- 50DF Staplers)	100 BOXES	100 BOXES	
18	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	30 PIECES	30 PIECES	
19	Staple Remover plier type	10 PIECES	10 PIECES	
20	Epson Refill ink,003 (Black)	50 PIECES	50 PIECES	
21	Epson Refill ink,003 (C)	20 PIECES	20 PIECES	
22	Epson Refill ink,003 (M)	20 PIECES	20 PIECES	
23	Epson Refill ink,003 (Y)	20 PIECES	20 PIECES	
24	Highlighter pen (pastel color; pack with 6 colors)	6 PACKS	6 PACKS	
25	Stamp pad In durable casing Size: #4 Color: Black	10 PIECES	10 PIECES	
26	Stamp pad In durable casing Size: #4 Color: Blue	10 PIECES	10 PIECES	
27	Scotch Tape 1" 50 meters	10 PIECES	10 PIECES	
28	Packing Tape (2.5m x 50 mm)	10 PIECES	10 PIECES	
29	Masking Tape (1" x 50m)	10 PIECES	10 PIECES	
30	CALCULATOR - (Black compact size:7.6CM*11.8CM desk)	5 PIECES	5 PIECES	
31	Paper Cutter Wood	1 PIECES	1 PIECES	

32	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel	10 PIECES	10 PIECES	
33	PUNCHER HEAVY DUTY Safe, longer-lasting punch With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole	10 PIECES	10 PIECES	
34	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White	5 BOTTLES	5 BOTTLES	
35	Paper clip Attr: Vinyl-coated Size: 50 mm Color: Assorted colors Packaging Size: 100 pcs per box	10 PIECES	10 PIECES	
36	Paper binder clip( 51mm,12pcs/box)	10 BOXES	10 BOXES	
37	Paper binder clip( 15mm,12pcs/box)	10 BOXES	10 BOXES	
38	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule)	5 PIECES	5 PIECES	
39	Vellum board(200 gsm, white, a4 size, 10 sheets/pack)	10 PACKS	10 PACKS	
40	pencil (#2,12pcs/box)	2 BOXES	2 BOXES	
41	Desk organizers metal desk magazine file holder with 5 vertical compartments rack file organizer for office desktop	3 PIECES	3 PIECES	
42	Date stamp 5mm	5 PIECES	5 PIECES	
43	Alcohol Antibacterial Spray 300ML (per Bottle spray)	100 BOTTLES	100 BOTTLES	
44	Tissue 3-Ply - 12 rolls x 1 Pack	100 PACKS	100 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Crossing Curva, Brgy. Dajay, Surallah (beside Pharmacy)			
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed</b>			



	<b>projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			
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**Conforme:**

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

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

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

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

**B. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KIDAPAWAN CITY (LOT 2)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
LOT 2				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	3 BOXES	3 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	60 BOXES	60 BOXES	
3	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	60 BOXES	60 BOXES	
4	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	60 BOXES	60 BOXES	
5	Sign Pen .4 (BLACK) - Smooth and vibrant ink - comfortable rubber grip - retractable	10 BOXES	10 BOXES	
6	Sign Pen .4 (BLUE) - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES	

7	ERASABLE PEN (0.5) CLICKER BLACK 12pcs	2 BOXES	2 BOXES
8	ERASABLE PEN (0.5) CLICKER BLUE 12pcs	2 BOXES	2 BOXES
9	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	42 BOXES	42 BOXES
10	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	42 BOXES	42 BOXES
11	pencil (#2,12pcs/box)	48 BOXES	48 BOXES
12	CORRECTION TAPE (6 METERS)	50 PIECES	50 PIECES
13	MARKER PERMANENT, bullet type , black	13 PIECES	13 PIECES
14	MARKER PERMANENT, bullet type , blue	13 PIECES	13 PIECES
15	Tape Double Sided, 12-18-24mm 1Meter	10 PIECES	10 PIECES
16	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	100 BOXES	100 BOXES
17	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad	50 PACKS	50 PACKS
18	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel	13 PIECES	13 PIECES
19	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm.	13 PIECES	13 PIECES

	Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))			
20	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule)	30 PIECES	30 PIECES	
21	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White	6 BOTTLES	6 BOTTLES	
22	Masking Tape (1" x 50m)	10 PIECES	10 PIECES	
23	Scotch Tape 2" 50 meters	20 PIECES	20 PIECES	
24	Scotch Tape 1" 50 meters	10 PIECES	10 PIECES	
25	Paper Fastener Metal 7cm 50pcs per box	50 BOXES	50 BOXES	
26	Paper Fastener 70mm x 8 - 1/2 inches long 50pcs per box	50 BOXES	50 BOXES	
27	Folder WHITE-Long, 100pcs/pack	10 PACKS	10 PACKS	
28	Expanded envelop long (Brown)	300 PIECES	300 PIECES	
29	Expanded envelop long ( Blue)	100 PIECES	100 PIECES	
30	Paper binder clip( 51mm,12pcs/box)	83 BOXES	83 BOXES	
31	Paper Binder Clip (41mm,12pcs/box)	83 BOXES	83 BOXES	
32	Paper Binder Clip (32mm,12pcs/box)	58 BOXES	58 BOXES	
33	Paper Binder Clip (25mm,12pcs/box)	41 BOXES	41 BOXES	
34	Epson Refill ink,003 (Black)	78 PIECES	78 PIECES	
35	Epson Refill ink,003 (C)	24 PIECES	24 PIECES	
36	Epson Refill ink,003 (M)	24 PIECES	24 PIECES	
37	Epson Refill ink,003 (Y)	12 PIECES	12 PIECES	
38	Canon Refill ink, GI - 790 (Black)	30 PIECES	30 PIECES	
39	Canon Refill ink, GI - 790 (C)	12 PIECES	12 PIECES	
40	Canon Refill ink, GI - 790 (M)	12 PIECES	12 PIECES	
41	Canon Refill ink, GI - 790 (Y)	12 PIECES	12 PIECES	
42	Brother Refill ink, BT D60 (Black)	30 PIECES	30 PIECES	
43	Brother Refill ink, BT 5000 (C)	12 PIECES	12 PIECES	

44	Brother Refill ink, BT 5000 (M)	12 PIECES	12 PIECES	
45	Brother Refill ink, BT 5000 (Y)	12 PIECES	12 PIECES	
46	Flash Drive, 64GB capacity	13 PIECES	13 PIECES	
47	Alcohol Antibacterial Spray 300ML (per Bottle spray)	39 BOTTLES	39 BOTTLES	
48	Tissue 3-Ply - 12 rolls x 1 Pack	30 PACKS	30 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Capitol Compound, Brgy. Amas, Kidapawan City, Cotabato Province (Beside Landbank)			
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			

**Conforme:**

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

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

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

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

**C. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN TACURONG CITY (LOT 3)**

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
LOT 3				Delivery of the Goods is <b>One time delivery</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	20 BOXES	20 BOXES	

2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	20 BOXES	20 BOXES	<b>within 20 days upon the receipt of the Approved Purchase Order</b>
3	CARTOLINA ASSORTED COLORS, 78gsm	25 PIECES	25 PIECES	
4	NOTEBOOK, STENOGRAPHER, spiral 40 leaves	50 PIECES	50 PIECES	
5	Highlighter pen (pastel color; pack with 6 colors)	25 PACKS	25 PACKS	
6	MARKER PERMANENT, bullet type , blue	60 PIECES	60 PIECES	
7	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	30 BOXES	30 BOXES	
8	Epson Refill ink,003 (Black)	30 PIECES	30 PIECES	
9	Epson Refill ink,003 (C)	20 PIECES	20 PIECES	
10	Epson Refill ink,003 (M)	20 PIECES	20 PIECES	
11	Epson Refill ink,003 (Y)	20 PIECES	20 PIECES	
12	Paper Fastener Long 8 1/2 Inch 50pcs per box	30 BOXES	30 BOXES	
13	Brother Refill ink, BT D60 (Black)	25 PIECES	25 PIECES	
14	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	100 BOXES	100 BOXES	
15	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	26 PIECES	26 PIECES	
16	Staple Remover plier type	20 PIECES	20 PIECES	
17	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	10 BOXES	10 BOXES	
18	SIGN PEN, black, 0.5,	5 BOXES	5 BOXES	

	12pcs/box - Smooth and vibrant ink - comfortable rubber grip			
19	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	5 BOXES	5 BOXES	
20	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	5 BOXES	5 BOXES	
21	CORRECTION TAPE (6 METERS)	50 PIECES	50 PIECES	
22	International Film Carbon Black Carbon Paper (Long)	3 BOXES	3 BOXES	
23	Stamp pad In durable casing Size: #4 Color: Black	20 PIECES	20 PIECES	
24	Stamp pad In durable casing Size: #4 Color: Blue	20 PIECES	20 PIECES	
25	Scotch Tape 1" 50 meters	15 PIECES	15 PIECES	
26	Double Sided Tape (1" x 50m)	10 PIECES	10 PIECES	
27	Packing Tape (2.5m x 50 mm)	10 PIECES	10 PIECES	
28	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule)	30 PIECES	30 PIECES	
29	Cutter Knife (18mm Snap-Off Knife)	10 PIECES	10 PIECES	
30	Alcohol Antibacterial Spray 300ML (per Bottle spray)	30 BOTTLES	30 BOTTLES	
31	Tissue 3-Ply - 12 rolls x 1 Pack	20 PACKS	20 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Bonifacio Street, Poblacion, Tacurong City (in front of Fire Station)			
	<b>General Requirements:</b>			

	<p>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</p>			
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**Conforme:**

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

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

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

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

**D. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SARANGANI (LOT 4)**

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
LOT 4				
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	80 BOXES	80 BOXES	Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	60 BOXES	60 BOXES	
3	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	50 BOXES	50 BOXES	
4	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	15 PIECES	15 PIECES	

5	Staple Remover plier type	20 PIECES	20 PIECES
6	Paper Fastener Long 8 1/2 Inch 50pcs per box	25 BOXES	25 BOXES
7	Paper Fastener Long 8 1/2 Inch 50pcs per box	25 BOXES	25 BOXES
8	STICKY NOTE PAD Size: 1 x 25 (7.5 x 5)	100 PACKS	100 PACKS
9	STICKY NOTE PAD Size: 1 x 20 (7.5x7.5)	100 PACKS	100 PACKS
10	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad	200 PACKS	200 PACKS
11	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES
12	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES
13	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	10 BOXES	10 BOXES
14	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	10 BOXES	10 BOXES
15	pencil (#2,12pcs/box)	5 BOXES	5 BOXES
16	EXPANDED FOLDER LONG-BLUE	100 PIECES	100 PIECES
17	EXPANDED FOLDER LONG-BROWN	100 PIECES	100 PIECES
18	PUNCHER HEAVY DUTY Safe, longer-lasting punch	10 PIECES	10 PIECES



	With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole			
19	Date Stamp (self inking) - 4mm	20 PIECES	20 PIECES	
20	Stampad Ink - 30ml BLUE	20 PIECES	20 PIECES	
21	Clear tape - 1 X 50Y (BIG)	10 PIECES	10 PIECES	
22	Packing Tape (2.5m x 50 mm)	10 PIECES	10 PIECES	
23	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White	5 BOTTLES	5 BOTTLES	
24	Double sided tape - 3/4 x 10M	10 PIECES	10 PIECES	
25	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel	15 PIECES	15 PIECES	
26	Highlighter pen (pastel color; pack with 6 colors)	25 PACKS	25 PACKS	
27	MARKER PERMANENT, bullet type , black	13 PIECES	13 PIECES	
28	Epson Refill ink,003 (Black)	50 PIECES	50 PIECES	
29	Epson Refill ink,003 (C)	30 PIECES	30 PIECES	
30	Epson Refill ink,003 (M)	30 PIECES	30 PIECES	
31	Epson Refill ink,003 (Y)	30 PIECES	30 PIECES	
32	Brother Refill ink, BT D60 (Black)	50 PIECES	50 PIECES	
33	Brother Refill ink, BT 5000 (C)	30 PIECES	30 PIECES	
34	Brother Refill ink, BT 5000 (M)	30 PIECES	30 PIECES	
35	Brother Refill ink, BT 5000 (Y)	30 PIECES	30 PIECES	
36	Paper Binder Clip (25mm,12pcs/box)	50 BOXES	50 BOXES	
37	Paper Binder Clip (32mm,12pcs/box)	50 BOXES	50 BOXES	
38	Paper Binder Clip (41mm,12pcs/box)	50 BOXES	50 BOXES	

39	Paper binder clip( 51mm,12pcs/box)	50 BOXES	50 BOXES	
40	CORRECTION TAPE (6 METERS)	20 PIECES	20 PIECES	
41	White rubber eraser - size: 55*20*12MM	20 PIECES	20 PIECES	
42	CALCULATOR - (Black compact desk) size:7.6CM*11.8CM	3 PIECES	3 PIECES	
43	Magazine Box - Horizontal - Legal - Dimension(Double): 24 x 24 x 40 cm	10 PIECES	10 PIECES	
44	NOTEBOOK, STENOGRAPHER, spiral 40 leaves	5 PIECES	5 PIECES	
45	Steel ruler - 6"	7 PIECES	7 PIECES	
46	Alcohol Antibacterial Spray 300ML (per Bottle spray)	50 BOTTLES	50 BOTTLES	
47	Tissue 3-Ply - 12 rolls x 1 Pack	100 PACKS	100 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Pendatun Street, Unihub Building, Dadiangas North, General Santos City (Beside NDDU)			
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			

**Conforme:**

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

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

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

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

**E. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN GENERAL SANTOS CITY (LOT 5)**

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
LOT 5				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	CORRECTION TAPE (6 METERS)	100 PIECESS	100 PIECESS	
2	Paper, multicopy, A4, Substance 20 (5 reams /box)	25 BOXES	25 BOXES	
3	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	10 BOXES	10 BOXES	
4	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	20 BOXES	20 BOXES	
5	Paper Fastener Metal 7cm 50pcs per box	5 BOXES	5 BOXES	
6	Paper Fastener Long 8 1/2 Inch 50pcs per box	5 BOXES	5 BOXES	
7	STICKY NOTE PAPER	100 PIECESS	100 PIECESS	
8	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow- Please Sign Here Florescent Pad	100 PACKS	100 PACKS	
9	SIGN PEN, black, 0.5,	5 BOXES	5 BOXES	

	12pcs/box - Smooth and vibrant ink - comfortable rubber grip		
10	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	5 BOXES	5 BOXES
11	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	5 BOXES	5 BOXES
12	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	5 BOXES	5 BOXES
13	pencil (#2,12pcs/box)	2 BOXES	2 BOXES
14	EXPANDED FOLDER LONG-BLUE	100 PIECES	100 PIECES
15	EXPANDED FOLDER LONG-WHITE	100 PIECES	100 PIECES
16	Epson Refill ink,003 (Black)	10 PIECES	10 PIECES
17	Epson Refill ink,003 (C)	10 PIECES	10 PIECES
18	Epson Refill ink,003 (M)	10 PIECES	10 PIECES
19	Epson Refill ink,003 (Y)	10 PIECES	10 PIECES
20	Stapler (Stapling Capacity: 2- 30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	12 PIECES	12 PIECES
21	Stamp pad In durable casing Size: #4 Color: Black	12 PIECES	12 PIECES
22	Stampad Ink	12 PIECES	12 PIECES

	- 30ml BLUE			
23	Scotch Tape 1" 50 meters	12 PIECES	12 PIECES	
24	PACKING TAPE 4"	12 PIECES	12 PIECES	
25	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White	12 BOTTLES	12 BOTTLES	
26	Double Sided Tape (1" x 50m)	50 PIECES	50 PIECES	
27	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel	12 PIECES	12 PIECES	
28	Highlighter pen (pastel color; pack with 6 colors)	50 PACKS	50 PACKS	
29	DURA/MEGA BOX 112 LTRS.	4 PIECES	4 PIECES	
30	MARKER PERMANENT, bullet type , black	13 PIECES	13 PIECES	
31	MARKER PERMANENT, bullet type , blue	13 PIECES	13 PIECES	
32	Alcohol Antibacterial Spray 300ML (per Bottle spray)	50 BOTTLES	50 BOTTLES	
33	Tissue 3-Ply - 12 rolls x 1 Pack	100 PACKS	100 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Pendatun Street, Unihub Building, Dadiangas North, General Santos City (Beside NDDU)			
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			

**Conforme:**

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

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

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

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

**F. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KORONADAL CITY (LOT 6)**

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
LOT 6				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	300 BOXES	300 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	2 BOXES	2 BOXES	
3	MARKER PERMANENT, bullet type , black	30 PIECES	30 PIECES	
4	MARKER PERMANENT, bullet type , blue	30 PIECES	30 PIECES	
5	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	50 BOXES	50 BOXES	
6	ERASABLE PEN (0.5) CLICKER BLACK 12pcs	5 BOXES	5 BOXES	
7	ERASABLE PEN (0.5) CLICKER BLUE 12pcs	5 BOXES	5 BOXES	
8	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	150 BOXES	150 BOXES	
9	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	45 BOXES	45 BOXES	
10	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	42 BOXES	42 BOXES	

11	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	43 BOXES	43 BOXES
12	HP Refill ink, GT53 (Black)	100 PIECES	100 PIECES
13	HP Refill ink, GT52 (C)	100 PIECES	100 PIECES
14	HP Refill ink, GT52 (M)	100 PIECES	100 PIECES
15	HP Refill ink, GT52 (Y)	100 PIECES	100 PIECES
16	Epson Refill ink,003 (Black)	200 PIECES	200 PIECES
17	Epson Refill ink,003 (C)	100 PIECES	100 PIECES
18	Epson Refill ink,003 (M)	100 PIECES	100 PIECES
19	Epson Refill ink,003 (Y)	100 PIECES	100 PIECES
20	Paper Fastener Metal 7cm 50pcs per box	400 BOXES	400 BOXES
21	Folder WHITE-Long, 100pcs/pack	25 PACKS	25 PACKS
22	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	400 BOXES	400 BOXES
23	Stapler (Stapling Capacity: 2- 30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	50 PIECES	50 PIECES
24	Staple Remover plier type	20 PIECES	20 PIECES
25	CORRECTION TAPE (6 METERS)	500 PIECES	500 PIECES
26	DATE STAMP 4mm	20 PIECES	20 PIECES
27	Stampad Ink - 30ml BLUE	50 PIECES	50 PIECES
28	PUNCHER HEAVY DUTY	20 PIECES	20 PIECES

	Safe, longer-lasting punch With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole			
29	Paper Binder Clip (25mm,12pcs/box)	125 BOXES	125 BOXES	
30	Paper Binder Clip (32mm,12pcs/box)	125 BOXES	125 BOXES	
31	Paper Binder Clip (41mm,12pcs/box)	125 BOXES	125 BOXES	
32	Paper binder clip (51mm,12pcs/box)	125 BOXES	125 BOXES	
33	RECORD BOOK (150 PAGES) (Small) 5.44" x 8.5	20 PIECES	20 PIECES	
34	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow- Please Sign Here Florescent Pad	500 PACK	500 PACK	
35	SELF-INKING INK 28ml BLUE	100 PIECES	100 PIECES	
36	MEGA BOX ( 85L) white	12 PIECES	12 PIECES	
37	Alcohol Antibacterial Spray 300ML (per Bottle spray)	1000 BOTTLES	1000 BOTTLES	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Sumpay Building, Blk 3, Marañon Village, Zone 3, Koronadal City			
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			



**Conforme:**

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

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

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

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

**G. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN MIDSAYAP (LOT 7)**

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
LOT 7				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	20 BOXES	20 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	1 BOXES	1 BOXES	
3	CARTOLINA ASSORTED COLORS, 78gsm	5 PIECES	5 PIECES	
4	NOTEBOOK, STENOGRAPHER, spiral 40 leaves	8 PIECES	8 PIECES	
5	MARKER PERMANENT, bullet type , blue	10 PIECES	10 PIECES	
6	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES	
7	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	20 BOXES	20 BOXES	
8	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	5 BOXES	5 BOXES	
9	SIGN PEN, black, 0.5,	5 BOXES	5 BOXES	

	12pcs/box - Smooth and vibrant ink - comfortable rubber grip		
10	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	5 BOXES	5 BOXES
11	Epson Refill ink,003 (Black)	5 PIECES	5 PIECES
12	Epson Refill ink,003 (C)	5 PIECES	5 PIECES
13	Epson Refill ink,003 (M)	5 PIECES	5 PIECES
14	Epson Refill ink,003 (Y)	5 PIECES	5 PIECES
15	Paper Fastener 70mm x 8 - 1/2 inches long 50pcs per box	5 BOXES	5 BOXES
16	Folder White-Long, 100pcs/pack	3 PACKS	3 PACKS
17	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	50 BOXES	50 BOXES
18	Stapler (Stapling Capacity: 2- 30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))	8 PIECES	8 PIECES
19	Staple Remover plier type	8 PIECES	8 PIECES
20	CORRECTION TAPE (6 METERS)	100 PIECES	100 PIECES
21	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow- Please Sign Here Florescent Pad	50 PACKS	50 PACKS
22	Alcohol Antibacterial Spray 300ML (per Bottle spray)	50 BOTTLES	50 BOTTLES
23	Tissue 3-Ply - 12 rolls x 1 Pack	25 PACKS	25 PACKS
	Delivery Term: ONE TIME		

	DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Poblacion 4, inside DR. Amado Diaz Provincial Hospital			
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			

**Conforme:**

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

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

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

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

**H. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN COTABATO CITY (LOT 8)**

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
LOT 8				Delivery of the Goods is <b>One time delivery within 20 days upon the receipt of the Approved Purchase Order</b>
1	Paper, multicopy, A4, Substance 20 (5 reams /box)	20 BOXES	20 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box)	2 BOXES	2 BOXES	
3	NOTEBOOK, STENOGRAPHER, spiral 40 leaves	6 PIECES	6 PIECES	
4	MARKER PERMANENT, bullet type , blue	6 PIECES	6 PIECES	
5	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers)	6 PIECES	6 PIECES	

	Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))		
6	Staple Remover plier type	6 PIECES	6 PIECES
7	CORRECTION TAPE (6 METERS)	20 PIECES	20 PIECES
8	Epson Refill ink,003 (Black)	20 PIECES	20 PIECES
9	Epson Refill ink,003 (C)	20 PIECES	20 PIECES
10	Epson Refill ink,003 (M)	20 PIECES	20 PIECES
11	Epson Refill ink,003 (Y)	20 PIECES	20 PIECES
12	Cartolina Assorted Colors, 78gsm	5 PIECES	5 PIECES
13	Folder White-Long, 100pcs/pack	10 PACKS	10 PACKS
14	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable	12 BOXES	12 BOXES
15	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES
16	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip	10 BOXES	10 BOXES
17	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g	10 BOXES	10 BOXES
18	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers)	10 BOXES	10 BOXES
19	Paper Fastener 70mm x 8 - 1/2 inches long	10 BOXES	10 BOXES

	50pcs per box			
20	Alcohol Antibacterial Spray 300ML (per Bottle spray)	12 BOTTLES	12 BOTTLES	
21	Tissue 3-Ply - 12 rolls x 1 Pack	50 PACKS	50 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: DSWD XII, Center of the Handicapped, San Isidro Street, Rosary Heights 10, Cotabato City			
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>			

**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.

# Technical Specifications

## A. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SURALLAH SOUTH COTABATO (LOT 1)

Item	Specification	Statement of Compliance
<p><i>[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.]</i></p>		
LOT 1		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -40 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -30 BOXES	
3	Construction Paper Assorted Colors, 78gsm -20 PACKS	
4	EXPANDED FOLDER LONG-BROWN - 100 PIECES	
5	EXPANDED FOLDER LONG-BLUE -100 PIECES	
6	EXPANDED FOLDER LONG-WHITE -100 PIECES	
7	Paper Fastener 70mm x 8 -1/2 inches long 50pcs per box -60 BOXES	
8	MARKER PERMANENT, bullet type , black -10 PIECES	
9	MARKER PERMANENT, bullet type , blue -10 PIECES	
10	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -50 BOXES	
11	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -30 BOXES	
12	SIGN PEN (blue), 0.5, 12pcs/box	

	- Smooth and vibrant ink - comfortable rubber grip -30 BOXES	
13	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -10 BOXES	
14	CORRECTION TAPE (6 METERS) -100 PIECES	
15	STICK ON NOTE PAD (Assorted Colours, 100 sheets, dimension: 10.2 × 1 × 7.6 cm) -10 PIECES	
16	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -10 PACKS	
17	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD- 50DF Staplers) -100 BOXES	
18	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35- 5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -30 PIECES	
19	Staple Remover plier type -10 PIECES	
20	Epson Refill ink,003 (Black) -50 PIECES	
21	Epson Refill ink,003 (C) -20 PIECES	
22	Epson Refill ink,003 (M) -20 PIECES	
23	Epson Refill ink,003 (Y) -20 PIECES	
24	Highlighter pen (pastel color; pack with 6 colors) -6 PACKS	
25	Stamp pad In durable casing Size: #4 Color: Black -10 PIECES	
26	Stamp pad In durable casing Size: #4 Color: Blue -10 PIECES	
27	Scotch Tape 1" 50 meters -10 PIECES	
28	Packing Tape (2.5m x 50 mm) -10 PIECES	
29	Masking Tape (1" x 50m) -10 PIECES	
30	CALCULATOR - (Black compact desk) size:7.6CM*11.8CM -5 PIECES	



31	Paper Cutter Wood -1 PIECES	
32	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel -10 PIECES	
33	PUNCHER HEAVY DUTY Safe, longer-lasting With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole -10 PIECES	
34	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White -5 BOTTLES	
35	Paper clip Attr: Vinyl-coated Size: 50 mm Color: Assorted colors Packaging Size: 100 pcs per box -10 PIECES	
36	Paper binder clip( 51mm,12pcs/box) -10 BOXES	
37	Paper binder clip( 15mm,12pcs/box) -10 BOXES	
38	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule) -5 PIECES	
39	Vellum board(200 gsm, white, a4 size, 10 sheets/pack) -10 PACKS	
40	pencil (#2,12pcs/box) -2 BOXES	
41	Desk organizers metal desk magazine file holder with 5 vertical compartments rack file organizer for office desktop -3 PIECES	
42	Date stamp 5mm -5 PIECES	
43	Alcohol Antibacterial Spray 300ML (per Bottle spray) -100 BOTTLES	
44	Tissue 3-Ply - 12 rolls x 1 Pack -100 PACKS	
	Delivery Term: As per schedule Payment Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Crossing Curva, Brgy. Dajay, Surallah (beside Pharmacy)	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the</b>	

	<b>RDC Resolution.</b>	
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**Conforme:**

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

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

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

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

**B. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KIDAPAWAN CITY (LOT 2)**

Item	Specification	Statement of Compliance
<p><i>[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.]</i></p>		
LOT 2		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -3 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -60 BOXES	
3	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -60 BOXES	
4	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -60 BOXES	
5	Sign Pen .4 (BLACK) - Smooth and vibrant ink - comfortable rubber grip - retractable -10 BOXES	

6	Sign Pen .4 (BLUE) - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
7	ERASABLE PEN (0.5) CLICKER BLACK 12pcs -2 BOXES	
8	ERASABLE PEN (0.5) CLICKER BLUE 12pcs -2 BOXES	
9	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -42 BOXES	
10	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -42 BOXES	
11	pencil (#2,12pcs/box) -48 BOXES	
12	CORRECTION TAPE (6 METERS) -50 PIECES	
13	MARKER PERMANENT, bullet type , black -13 PIECES	
14	MARKER PERMANENT, bullet type , blue -13 PIECES	
15	Tape Double Sided, 12-18-24mm 1Meter - 10 PIECES	
16	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers) -100 BOXES	
17	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -50 PACKS	
18	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel -13 PIECES	
19	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -13 PIECES	
20	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule) -30 PIECES	
21	Glue -130GMS(118ML) Bottle	

	- Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White -6 BOTTLES	
22	Masking Tape (1" x 50m) -10 PIECES	
23	Scotch Tape 2" 50 meters -20 PIECES	
24	Scotch Tape 1" 50 meters -10 PIECES	
25	Paper Fastener Metal 7cm 50pcs per box -50 BOXES	
26	Paper Fastener 70mm x 8 -1/2 inches long 50pcs per box -50 BOXES	
27	Folder WHITE-Long, 100pcs/pack -10 PACKS	
28	Expanded envelop long (Brown) -300 PIECES	
29	Expanded envelop long ( Blue) -100 PIECES	
30	Paper binder clip( 51mm,12pcs/box) -83 BOXES	
31	Paper Binder Clip (41mm,12pcs/box) -83 BOXES	
32	Paper Binder Clip (32mm,12pcs/box) -58 BOXES	
33	Paper Binder Clip (25mm,12pcs/box) -41 BOXES	
34	Epson Refill ink,003 (Black) -78 PIECES	
35	Epson Refill ink,003 (C) -24 PIECES	
36	Epson Refill ink,003 (M) -24 PIECES	
37	Epson Refill ink,003 (Y) -12 PIECES	
38	Canon Refill ink, GI - 790 (Black) -30 PIECES	
39	Canon Refill ink, GI - 790 (C) -12 PIECES	
40	Canon Refill ink, GI - 790 (M) -12 PIECES	
41	Canon Refill ink, GI - 790 (Y) -12 PIECES	
42	Brother Refill ink, BT D60 (Black) -30 PIECES	
43	Brother Refill ink, BT 5000 (C) -12 PIECES	
44	Brother Refill ink, BT 5000 (M) -12 PIECES	
45	Brother Refill ink, BT 5000 (Y) -12 PIECES	
46	Flash Drive, 64GB capacity -13 PIECES	
47	Alcohol Antibacterial Spray 300ML (per Bottle spray) -39 BOTTLES	
48	Tissue 3-Ply - 12 rolls x 1 Pack -30 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Capitol Compund,Brgy. Amas, Kidapawan City, Cotabato Province (Beside Landbank)	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and</b>	

	<b>completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	
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**Conforme:**

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

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

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

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

**C. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN TACURONG CITY (LOT 3)**

Item	Specification	Statement of Compliance
<p><i>[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.]</i></p>		
LOT 3		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -20 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -20 BOXES	
3	CARTOLINA ASSORTED COLORS, 78gsm -25 PIECES	
4	NOTEBOOK, STENOGRAPHER, spiral 40 leaves -50 PIECES	
5	Highlighter pen (pastel color; pack with 6 colors) -25 PACKS	
6	MARKER PERMANENT, bullet type , blue -60 PIECES	
7	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink	

	- comfortable rubber grip -30 BOXES	
8	Epson Refill ink,003 (Black) -30 PIECES	
9	Epson Refill ink,003 (C) -20 PIECES	
10	Epson Refill ink,003 (M) -20 PIECES	
11	Epson Refill ink,003 (Y) -20 PIECES	
12	Paper Fastener Long 8 1/2 Inch 50pcs per box -30 BOXES	
13	Brother Refill ink, BT D60 (Black) -25 PIECES	
14	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD- 50DF Staplers) -100 BOXES	
15	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35- 5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -26 PIECES	
16	Staple Remover plier type -20 PIECES	
17	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -10 BOXES	
18	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -5 BOXES	
19	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -5 BOXES	
20	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -5 BOXES	
21	CORRECTION TAPE (6 METERS) -50 PIECES	
22	International Film Carbon Black Carbon Paper (Long) -3 BOXES	
23	Stamp pad In durable casing Size: #4 Color: Black -20 PIECES	
24	Stamp pad In durable casing Size: #4	

	Color: Blue -20 PIECES	
25	Scotch Tape 1" 50 meters -15 PIECES	
26	Double Sided Tape (1" x 50m) -10 PIECES	
27	Packing Tape (2.5m x 50 mm) -10 PIECES	
28	Ruler (12 inch 30CM Stainless Steel Ruler Metal Rule) -30 PIECES	
29	Cutter Knife (18mm Snap-Off Knife) -10 PIECES	
30	Alcohol Antibacterial Spray 300ML (per Bottle spray) -30 BOTTLES	
31	Tissue 3-Ply - 12 rolls x 1 Pack -20 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Bonifacio Street, Poblacion, Tacurong City (in front of Fire Station)	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

**Conforme:**

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

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

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

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

**D. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN SARANGANI (LOT 4)**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
	<p><i>[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</i></p>	

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.]

LOT 4		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -80 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -60 BOXES	
3	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers) -50 BOXES	
4	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -15 PIECES	
5	Staple Remover plier type -20 PIECES	
6	Paper Fastener Long 8 1/2 Inch 50pcs per box -25 BOXES	
7	Paper Fastener Long 8 1/2 Inch 50pcs per box -25 BOXES	
8	STICKY NOTE PAD Size: 1 x 25 (7.5 x 5) -100 PACKS	
9	STICKY NOTE PAD Size: 1 x 20 (7.5x7.5) -100 PACKS	
10	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -200 PACKS	
11	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
12	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
13	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -10 BOXES	
14	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens	



	- Oil Based Ink - Retractable -10 BOXES	
15	pencil (#2,12pcs/box) -5 BOXES	
16	EXPANDED FOLDER LONG-BLUE -100 PIECES	
17	EXPANDED FOLDER LONG-BROWN - 100 PIECES	
18	PUNCHER HEAVY DUTY Safe, longer- lasting punch With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole -10 PIECES	
19	Date Stamp (self inking) - 4mm -20 PIECES	
20	Stampad Ink - 30ml BLUE -20 PIECES	
21	Clear tape - 1 X 50Y (BIG) -10 PIECES	
22	Packing Tape (2.5m x 50 mm) -10 PIECES	
23	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White -5 BOTTLES	
24	Double sided tape - 3/4 x 10M -10 PIECES	
25	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel -15 PIECES	
26	Highlighter pen (pastel color; pack with 6 colors) -25 PACKS	
27	MARKER PERMANENT, bullet type , black -13 PIECES	
28	Epson Refill ink,003 (Black) -50 PIECES	
29	Epson Refill ink,003 (C) -30 PIECES	
30	Epson Refill ink,003 (M) -30 PIECES	
31	Epson Refill ink,003 (Y) -30 PIECES	
32	Brother Refill ink, BT D60 (Black) -50 PIECES	
33	Brother Refill ink, BT 5000 (C) -30 PIECES	
34	Brother Refill ink, BT 5000 (M) -30 PIECES	
35	Brother Refill ink, BT 5000 (Y) -30 PIECES	
36	Paper Binder Clip (25mm,12pcs/box) -50 BOXES	
37	Paper Binder Clip (32mm,12pcs/box) -50 BOXES	
38	Paper Binder Clip (41mm,12pcs/box) -50 BOXES	
39	Paper binder clip( 51mm,12pcs/box) -50 BOXES	

40	CORRECTION TAPE (6 METERS) -20 PIECES	
41	White rubber eraser - size: 55*20*12MM -20 PIECES	
42	CALCULATOR - (Black compact desk) size:7.6CM*11.8CM -3 PIECES	
43	Magazine Box - Horizontal Legal - Dimension(Double): 24 x 24 x 40 cm -10 PIECES	
44	NOTEBOOK, STENOGRAPHER, spiral 40 leaves -5 PIECES	
45	Steel ruler - 6" -7 PIECES	
46	Alcohol Antibacterial Spray 300ML (per Bottle spray) -50 BOTTLES	
47	Tissue 3-Ply - 12 rolls x 1 Pack -100 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Pendatun Street, Unihub Building, Dadiangas North, General Santos City (Beside NDDU)	
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

**Conforme:**

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

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

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

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

**E. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN GENERAL SANTOS CITY (LOT 5)**

Item	Specification	Statement of Compliance
<i>[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</i>		

*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.]*

LOT 5		
1	CORRECTION TAPE (6 METERS) -100 PIECESS	
2	Paper, multicopy, A4, Substance 20 (5 reams /box) -25 BOXES	
3	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -10 BOXES	
4	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD- 50DF Staplers) -20 BOXES	
5	Paper Fastener Metal 7cm 50pcs per box -5 BOXES	
6	Paper Fastener Long 8 1/2 Inch 50pcs per box -5 BOXES	
7	STICKY NOTE PAPER -100 PIECESS	
8	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -100 PACKS	
9	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -5 BOXES	
10	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -5 BOXES	
11	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -5 BOXES	
12	Ballpen, (Blue, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm	

	- Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -5 BOXES	
13	pencil (#2,12pcs/box) -2 BOXES	
14	EXPANDED FOLDER LONG-BLUE -100 PIECES	
15	EXPANDED FOLDER LONG-WHITE -100 PIECES	
16	Epson Refill ink,003 (Black) -10 PIECES	
17	Epson Refill ink,003 (C) -10 PIECES	
18	Epson Refill ink,003 (M) -10 PIECES	
19	Epson Refill ink,003 (Y) -10 PIECES	
20	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35- 5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -12 PIECES	
21	Stamp pad In durable casing Size: #4 Color: Black -12 PIECES	
22	Stampad Ink - 30ml BLUE -12 PIECES	
23	Scotch Tape 1" 50 meters -12 PIECES	
24	PACKING TAPE 4" -12 PIECES	
25	Glue -130GMS(118ML) Bottle - Bonds strongly and dries clear - Safe, washable, and nontoxic - Color: White -12 BOTTLES	
26	Double Sided Tape (1" x 50m) -50 PIECES	
27	Scissors (Heavy Duty) SIZE:18.5cm(7.5inch) Material: Stainless Steel -12 PIECES	
28	Highlighter pen (pastel color; pack with 6 colors) -50 PACKS	
29	DURA/MEGA BOX 112 LTRS. -4 PIECES	
30	MARKER PERMANENT, bullet type , black -13 PIECES	
31	MARKER PERMANENT, bullet type , blue -13 PIECES	
32	Alcohol Antibacterial Spray 300ML (per Bottle spray) -50 BOTTLES	
33	Tissue 3-Ply - 12 rolls x 1 Pack -100 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Pendatun	

	Street, Unihub Building, Dadiangas North, General Santos City (Beside NDDU)	
	<b>General Requirements: The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

**Conforme:**

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

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

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

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

**F. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN KORONADAL CITY (LOT 6)**

Item	Specification	Statement of Compliance
<p><i>[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.]</i></p>		
LOT 6		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -300 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -2 BOXES	
3	MARKER PERMANENT, bullet type , black -30 PIECES	
4	MARKER PERMANENT, bullet type , blue -30 PIECES	

5	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -50 BOXES	
6	ERASABLE PEN (0.5) CLICKER BLACK 12pcs -5 BOXES	
7	ERASABLE PEN (0.5) CLICKER BLUE 12pcs -5 BOXES	
8	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -150 BOXES	
9	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -45 BOXES	
10	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -42 BOXES	
11	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -43 BOXES	
12	HP Refill ink, GT53 (Black) -100 PIECES	
13	HP Refill ink, GT52 (C) -100 PIECES	
14	HP Refill ink, GT52 (M) -100 PIECES	
15	HP Refill ink, GT52 (Y) -100 PIECES	
16	Epson Refill ink,003 (Black) -200 PIECES	
17	Epson Refill ink,003 (C) -100 PIECES	
18	Epson Refill ink,003 (M) -100 PIECES	
19	Epson Refill ink,003 (Y) -100 PIECES	
20	Paper Fastener Metal 7cm 50pcs per box -400 BOXES	
21	Folder WHITE-Long, 100pcs/pack -25 PACKS	
22	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers) -400 BOXES	
23	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -50 PIECES	
24	Staple Remover plier type -20 PIECES	
25	CORRECTION TAPE (6 METERS) -500	

	PIECES	
26	DATE STAMP 4mm -20 PIECES	
27	Stampad Ink - 30ml BLUE -50 PIECES	
28	PUNCHER HEAVY DUTY Safe, longer-lasting punch With handle lock Adjustable paper gauge Easy waste disposal Punching Capacity: 30 sheets Hole Distance: 70mm Attr: 2-Hole -20 PIECES	
29	Paper Binder Clip (25mm,12pcs/box) -125 BOXES	
30	Paper Binder Clip (32mm,12pcs/box) -125 BOXES	
31	Paper Binder Clip (41mm,12pcs/box) -125 BOXES	
32	Paper binder clip( 51mm,12pcs/box) -125 BOXES	
33	RECORD BOOK (150 PAGES) (Small) 5.44" x 8.5 -20 PIECES	
34	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -500 PACK	
35	SELF-INKING INK 28ml BLUE -100 PIECES	
36	MEGA BOX ( 85L) white -12 PIECES	
37	Alcohol Antibacterial Spray 300ML (per Bottle spray) -1000 BOTTLES	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Sumpay Building, Blk 3, Marañon Village, Zone 3, Koronadal City	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

**Conforme:**

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

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

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

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

**G. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN MIDSAYAP (LOT 7)**

Item	Specification	Statement of Compliance
<p><i>[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.]</i></p>		
LOT 7		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -20 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -1 BOXES	
3	CARTOLINA ASSORTED COLORS, 78gsm -5 PIECES	
4	NOTEBOOK, STENOGRAPHER, spiral 40 leaves -8 PIECES	
5	MARKER PERMANENT, bullet type , blue -10 PIECES	
6	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
7	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -20 BOXES	
8	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -5 BOXES	
9	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -5 BOXES	
10	SIGN PEN (blue), 0.7, 12pcs/box	



	Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -5 BOXES	
11	Epson Refill ink,003 (Black) -5 PIECES	
12	Epson Refill ink,003 (C) -5 PIECES	
13	Epson Refill ink,003 (M) -5 PIECES	
14	Epson Refill ink,003 (Y) -5 PIECES	
15	Paper Fastener 70mm x 8 -1/2 inches long 50pcs per box -5 BOXES	
16	Folder White-Long, 100pcs/pack -3 PACKS	
17	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD- 50DF Staplers) -50 BOXES	
18	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35- 5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -8 PIECES	
19	Staple Remover plier type -8 PIECES	
20	CORRECTION TAPE (6 METERS) -100 PIECES	
21	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5" x 1.7" / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad -50 PACKS	
	Alcohol Antibacterial Spray 300ML (per Bottle spray) -50 BOTTLES	
	Tissue 3-Ply - 12 rolls x 1 Pack -25 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: Poblacion 4, inside DR. Amado Diaz Provincial Hospital	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

**Conforme:**

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

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

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

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

**H. DSWD12-CIS-2024-05-009 PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF AICS STAFF IN COTABATO CITY (LOT 8)**

Item	Specification	Statement of Compliance
<i>[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.]</i>		
LOT 8		
1	Paper, multicopy, A4, Substance 20 (5 reams /box) -20 BOXES	
2	Paper multiply copy, legal 80gsm , size : 216mm x 330mm (5 reams /box) -2 BOXES	
3	NOTEBOOK, STENOGRAPHER, spiral 40 leaves -6 PIECES	
4	MARKER PERMANENT, bullet type , blue -6 PIECES	
5	Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers) Load Capacity: 26/6: 105 staples and 24/6: 50 staples. Throat Depth: 47 mm. Staples: No.3-1M (24/6) and No.35-5M(26/6) Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) -6 PIECES	
6	Staple Remover plier type -6 PIECES	
7	CORRECTION TAPE (6 METERS) -20 PIECES	
8	Epson Refill ink,003 (Black) -20 PIECES	

9	Epson Refill ink,003 (C) -20 PIECES	
10	Epson Refill ink,003 (M) -20 PIECES	
11	Epson Refill ink,003 (Y) -20 PIECES	
12	Cartolina Assorted Colors, 78gsm -5 PIECES	
13	Folder White-Long, 100pcs/pack -10 PACKS	
14	Ballpen, (Black, 12pcs/box)Rubberized grip for comfort Point size: 0.5mm - Acroball Series Ballpoint Pens - Oil Based Ink - Retractable -12 BOXES	
15	SIGN PEN (blue), 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
16	SIGN PEN, black, 0.5, 12pcs/box - Smooth and vibrant ink - comfortable rubber grip -10 BOXES	
17	SIGN PEN (blue), 0.7, 12pcs/box Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 0.7mm Width of Stroke: 0.40mm Weight: 12.5g -10 BOXES	
18	Staple wire no. 35(5000 staples per box,100 staples per stick,For use in Stapler HD-50,HD-50R,HD-50F and HD-50DF Staplers) -10 BOXES	
19	Paper Fastener 70mm x 8 -1/2 inches long 50pcs per box -10 BOXES	
20	Alcohol Antibacterial Spray 300ML (per Bottle spray) -12 BOTTLES	
21	Tissue 3-Ply - 12 rolls x 1 Pack -50 PACKS	
	Delivery Term: ONE TIME DELIVERY IT SHOULD BE 20 DAYS UPON RECEIPT OF PURCHASE ORDER (PO) Place of Delivery / Venue: DSWD XII, Center of the Handicapped, San Isidro Street, Rosary Heights 10, Cotabato City	
	<b>General Requirements:</b> <b>The supplier must attach a certification of satisfactory performance for all its completed and ongoing government and completed projects for the last year; any unsatisfactory performance would mean disqualification in accordance with the RDC Resolution.</b>	

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

Financial Documents

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

**Class "B" Documents**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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



**AUTHORITY OF SIGNATORY**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_ Project ID-No. \_\_\_\_\_ by the \_\_\_\_\_; and that if awarded the project shall enter into a contract with the \_\_\_\_\_; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the \_\_\_\_\_ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the \_\_\_\_\_ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Secretary)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.





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

**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**REGIONAL OFFICE XII**  
*Brgy. Carpenter Hill,*  
*Koronadal City*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]*

\_\_\_\_\_ *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. 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.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of \_\_\_\_\_ *[name of the bidder]* as evidenced by the attached \_\_\_\_\_ *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the 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 Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

**Project Identification No.:** \_\_\_\_\_

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**REGIONAL OFFICE XII**  
*Brgy. Carpenter Hill,*  
*Koronadal City*

I/We, the undersigned, declare that:

1. 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.
2. 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.
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 \_\_\_\_\_ [month] \_\_\_\_\_ [year] at \_\_\_\_\_ [place of execution].

\_\_\_\_\_  
*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*





## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] 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. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* 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;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is 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;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is 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. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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 \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*



**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Single Largest Completed Government & Private Contracts which are similar in nature**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by: \_\_\_\_\_  
Printed Name & Signature

Designation: \_\_\_\_\_

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

**Statement of all Government & Private Contracts completed which are similar in nature**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by: \_\_\_\_\_  
Printed Name & Signature

Designation: \_\_\_\_\_

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