



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 CONSUMABLES AND
EXPENDABLE OFFICE SUPPLIES FOR
THE USE OF TARA BASA! TUTORING
PROGRAM STAFF (LOT 1 TO LOT 2)

Project Identification No. DSWD12-STU-2024-05-010

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-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 1 TO LOT 2)

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. **One Million One Hundred Fifty-nine Thousand and Fifty Pesos Only (₱1,159,050.00)** for DSWD12-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT1); and
 - b. **Four Hundred Forty Thousand and Nine Hundred Fifty Pesos Only (₱440,950.00)** for DSWD12-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT2)
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 by *As per Schedule Set by the End-user upon the receipt of 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:*

Approved Budget for the Contract	Bid Docs Amount
Lot 1 – ₱1,159,050.00	Php 5,000.00
Lot 2 – ₱440,950.00	Php 500.00
Total – ₱1,600,000.00	Php 5,000.00 (maximum fee for sale of bidding documents)

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 Conference¹ on **June 10, 2024, 1:00 p.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 25, 2024, 10:00 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 25, 2024, 1:00 p.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:

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

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

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

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

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

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 CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 1 TO LOT 2)***), with identification number ***DSWD12-STU-2024-05-010***.

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 **One Million and Six Hundred Thousand Pesos Only (₱1,600,000.00)**

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 15, 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 Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **October 25, 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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 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> <ul style="list-style-type: none"> a. Supply and delivery of consumables and expendable office supplies . b. Completed within at least two (2) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
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> <ul style="list-style-type: none"> a. The amount of not less than ₱23,181.00 for Lot 1, and ₱8,819.00 for Lot 2 or the amount equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱57,952.50 for Lot 1, and ₱22,047.50 for Lot 2 or the amount equivalent to five percent (5%) of ABC if bid security is in Surety Bond.
19.1	<ul style="list-style-type: none"> 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> 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>
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>1. Present original copy of the following:</p> <ul style="list-style-type: none"> a. a. Latest Income Tax Return and Business Tax Return (<u>For 4th Quarter of 2023</u>) b. b. Latest Value Added Tax (VAT) Return (<u>For 4th Quarter of 2023, if applicable</u>) <p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) shall be accepted.</i></p> <ul style="list-style-type: none"> c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all

	<p>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 CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 1) PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2)</p> <p><u>BID REF NO.: ITB NO.</u> DSWD12-STU-2024-05-010 (LOT1) DSWD12-STU-2024-05-010 (LOT2)</p> <p><u>Approved Budget for the Contract :</u> Lot 1- ₱1,159,050.00 Lot 2- ₱440,950.00 DO NOT OPEN BEFORE: 25 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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery Term: As per schedule Place of Delivery / Venue: Koronadal City, South Cotabato Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – Not applicable</p>
	<p>Packaging – Not Applicable</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>Transportation –</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</p>

	<p>Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>Payment Term: 1 month after the conduct of activity</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-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 1)

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 1	Office Consumables Supplies:			Delivery of the Goods is required <i>As per Schedule Set by the End-user upon the receipt of Purchase Order</i>
1	Alcohol 70% ethyl @500ml/bottle, scented	75 bottles	75 bottles	
2	Disposable Facemask; 3 ply (50pcs./box) color: blue & white	43 boxes	43 boxes	
3	Clearbook A4 size 20 pockets	70 pieces	70 pieces	
4	Clearbook, 20 pocket, legal	80 pieces	80 pieces	
5	Eraser; Rubber; SZ 30; Extra Soft; Dust Free	80 pieces	80 pieces	
6	Sign Pen, Thickness: 1.0 mm, Fine Tip, Black: 100 pcs / Blue: 100 pcs	200 pieces	200 pieces	
7	Sign Pen, Pen thickness 0.7mm, gel ink, metal tip, blue = 100 pcs. & black = 100 pcs.	200 pieces	200 pieces	
8	Genuine Ink 003, Colors: Black, Cyan, Magenta & Yellow, 65 ml, Black Yield: approximate up to 45 pages, Cyan, Magenta & Yellow Yield: approximate up to 7,500 pages. Cyan = 50 bottles, Black = 50 bottles, Magenta = 50 bottles & Yellow = 50 bottles	200 bottles	200 bottles	
9	Genuine Ink GI-790 Ink Bottle, Colors: Black, Cyan, Magenta & Yellow, 70.0 ml, Page Yield 6000 pages, Cyan= 10 Bottles; Black = 10 Bottles; Magenta = 10 Bottles; Yellow = 10 Bottles	40 bottles	40 bottles	
10	Stamp Pad Ink, violet / purple; size: 30ml	40 bottles	40 bottles	
11	Stamp Pad Ink, blue; size: 30ml	40 bottles	40 bottles	
12	Stamp Pad, violet / purple; Size: Medium	50 pieces	50 pieces	
13	Staple Wire Standard; 13mm - Heavy duty (binder type), 23/13	50 pieces	50 pieces	
14	Staple Wire Standard #35	60 boxes	60 boxes	
15	Masking Tape 24mm (1"); Length: 50m	60 rolls	60 rolls	
16	Masking Tape 48mm (2");	60 rolls	60 rolls	

	Length: 50m			
17	Packaging Tape 48mm (2"); Length: 200m	60 rolls	60 rolls	
18	Transparent Tape 24mm (1"); Length: 100m	60 rolls	60 rolls	
19	Transparent Tape 48mm (2"); Length: 200m	60 rolls	60 rolls	
20	Ruler Plastic; Size: 18"; Transparent	80 pieces	80 pieces	
21	Backfold Clip 25mm (1") @ 12pcs/box	80 boxes	80 boxes	
22	Backfold Clip 32mm (1-1/4") @12pcs/box	70 boxes	70 boxes	
23	Backfold Clip 50mm (2") @12pcs/box	80 boxes	80 boxes	
24	Correction Tape; Size: 5mmx30m	150 pieces	150 pieces	
25	Documentary Envelope A4 size (500pcs/box)	15 boxes	15 boxes	
26	Documentary Envelope Kraft expanding with strap (500pcs/box)	15 boxes	15 boxes	
27	Envelope mailing; Color: white; (500pcs/box)	15 boxes	15 boxes	
28	Paper Fastener metal; 2.5"x8"; (50sets/box)	40 boxes	40 boxes	
29	Fancy/Morocco Folder A4 size with slide (100pieces/bundle)	15 bundles	15 bundles	
30	Fancy/Morocco Folder legal size with slide (100pieces/bundle)	15 bundles	15 bundles	
31	Folder L-type Legal size (30pcs/pack)	20 packs	20 packs	
32	Folder pressboard - Expanding, legal size, green (100pcs/box)	15 boxes	15 boxes	
33	Index Tab (5pcs/box)	50 boxes	50 boxes	
34	Marker Flourescent 3 asstd. color per set	150 sets	150 sets	
35	Flourescent Pad; Easy stick & removable notes; size: 0.5" x 1.7" / 1.3x4cm; 8x25 sheets; with remarks; colored	50 pads	50 pads	
36	Permanent Marker bullet type - Color: Black -70; Blue -70	140 piecess	140 piecess	
37	Whiteboard marker - Color: Black - 70; Blue - 70	140 piecess	140 piecess	
38	Permanent Marker; Tip; Broad Chisel Fine; Tip Size: 5.00 mm; Writing Width: 4.50mm; Weight 0.016kg; Length 1.5cm; Width 1.5cm; Height 13.5cm; Black = 80 pcs. Blue = 80 pcs.	160 piecess	160 piecess	
39	Paper clip 33mm- Vinyl, plastic coated (100pcs/box)	80 boxes	80 boxes	

40	Paper clip 50mm jumbo - Vinyl/ plastic coated (100pcs/box)	80 boxes	80 boxes	
41	Pencil with eraser - lead/ graphite (12pcs/box)	80 boxes	80 boxes	
42	Cartolina Assorted Color (10pcs/pack)	80 packs	80 packs	
43	Note pad 3" x 3" - Stick-on (100sheets/pad)	80 pads	80 pads	
44	Note pad 3" x 4" - Stick-on (100sheets/pad)	80 pads	80 pads	
45	Note Pad Stick on 2" x 3" - Stick-on (100 sheets/pad)	80 pads	80 pads	
46	Notebook steno - Spiral, 80 leaves	150 pieces	150 pieces	
47	Multicopy Paper 80gsm A4 size - 500 sheets/ ream	400 reams	400 reams	
48	Multicopy Paper 80gsm legal - 500 sheets/ ream	400 reams	400 reams	
49	Paper, Multicopy/Multipurpose, 70gsm, Legal size - 500 sheets/ ream	400 reams	400 reams	
50	Paper, Multicopy/Multipurpose, 70gsm, A4 size - 500 sheets/ ream	400 reams	400 reams	
51	Record Book 300 pages	50 pieces	50 pieces	
52	Rubber, self-inking stamp, Dater	25 pieces	25 pieces	
53	Documentary Envelope kraft legal (pcs/box)	30 Boxes	30 Boxes	
54	Tagboard Folder A4 (100pcs/pack); Acid-free; Recyclable	30 packs	30 packs	
55	Tagboard Folder, Legal (100pcs/pack); Acid-Free; Recyclable	30 packs	30 packs	
56	Staple Remover - Plier-type; (metal)	25 pieces	25 pieces	
57	Staple Binder Type- Heavy duty	10 units	10 units	
58	Parchment Paper A4 (100pcs/pack)	80 packs	80 packs	
59	Ink Refill for permanent marker; 30ml with dropper; Black = 25 bottles, Blue = 25 bottles	50 bottles	50 bottles	
60	Ink Refill for whiteboard marker; 30ml with dropper; Black = 25 bottles, Blue = 25 bottles	50 bottles	50 bottles	
61	Certificate Frame; material: glass & wood frame; size 8.5 x 11 inches	50 pieces	50 pieces	
62	Certificate Frame; material: glass & wood frame; size 11 x 14 inches	50 pieces	50 pieces	
63	Certificate Frame; material: glass & wood frame; size; A4	50 pieces	50 pieces	

64	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: 8.5 x 13"; assorted colors	200 pieces	200 pieces	
65	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: A4; assorted colors	200 pieces	200 pieces	
66	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: 8.5 x 11"; assorted colors	200 pieces	200 pieces	
67	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size:A4	20 packs	20 packs	
68	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size: 8.5 x 11"	20 packs	20 packs	
69	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size: 8.5 x 14"	25 packs	25 packs	
70	Construction Paper; size: 9" x 12"; basis weight: 80gsm; sheet count: 200 sheets per pack; color: assorted	10 packs	10 packs	
71	Multi-purpose liquid glue, atleast 1010g	10 bottles	10 bottles	
72	Sticker paper Matte finish, a4 size; 10sheets/pack	30 packs	30 packs	
73	Duck Tape Super Strong waterproof fabric, 24mm, 50 meters length	20 pieces	20 pieces	
74	Manila Paper size 36x48 GSM: 63gsm-80 lbs	300 pieces	300 pieces	
75	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	40 packs	40 packs	
76	DISINFECTANT SPRAY, aerosol type, 400-550 grams	40 pieces	40 pieces	
77	Liquid Hand Soap, 1L, antibacterial	40 pieces	40 pieces	
78	Plastic spring binder; paper size: A4 (21 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding	10 boxes	10 boxes	
79	PVC binding cover; size A4; Quantity: 100 sheets per pack; Transparent Clear 200 Microns	15 packs	15 packs	

80	Spring binder rings; PVC material; high glossed; size: A4 (21 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding	40 boxes	40 boxes	
81	Paper cutters; Metal; Capacity: from B7 to A4 paper size; Can cut up to 12 sheets; With handle, paper and ruler guides, fixing screw, safety lock; Non-slip foot	4 pieces	4 pieces	
82	Binders long size; paper size: Legal (23 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding	5 boxes	5 boxes	
83	Photopaper(10's or 20's); Size: A4; 210 GSM 210mmx297mm; 20sheets/pack; photographic quality; inkjet printer compatible; water resistant; vivid color; quick dry	50 packs	50 packs	
84	First aid kit; Bag material: EVA, nylon; Bag color: Red; Bag size: 21*13*5.5cm; Package included: 10x Adhesive Bandage; 2x Medical Gauze Sheet; 1x Ice Bag; 10x Alcohol Disinfectant Sheet; 4x Cleaning Wipes; 1x Medical Tape; 1x Silicone Tourniquet; 1x First Aid Insulation Blanket; 1x Triangle Bandage; 1x PBT Elastic Bandage; 1x Plastic Tweezers; 1x Scissors; 5x Safety Pin; 1x Whistle; 1x Hand Flashlight; 1x Outdoor Knife Card; 40x Cotton Swabs; 1x First Aid Manual; 1x First Aid Bag	5 bags	5 bags	
	Delivery Term: As per schedule Payment Term: 1 month after the conduct of activity Place of Delivery / Venue: Koronadal City, South Cotabato			
	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.			

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

B. DSWD12-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2)

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 2	Office Supplies: Expendable			Delivery of the Goods is required <i>As per Schedule Set by the End-user upon the receipt of Purchase Order</i>
1	External Hard Drive; Black; Capacity: 2TB; Hard Disk Description: Mechanical Hard Disk; Hard Disk Interface: USB 3.0; Hard Disk Rotational Speed: 5400 RPM; Hardware Platform: PC, Mac Special Feature: Password Protection; Form Factor: 2.5-inch	8 units	8 units	
2	Flashdrive: USB 3.1 Gen 1; Backwards compatible with USB 2.0; Read speed of up to 400MB/s; Write speed of up to 250MB/s; Interface: USB 3.1; Model: x770w; Storage Capacity: 32GB	25 units	25 units	

3	Data file box, 125mm x 230mm x 400mm - Color: Blue; Vertical	20 pieces	20 pieces
4	DATA FOLDER, Clipboard, 75mm x 240mm x 400mm with taglia lock	30 pieces	30 pieces
5	File Organizer legal size - Expanding, plastic	30 pieces	30 pieces
6	Heavy Duty Puncher, two hole, punching capacity: 30 sheets @ 80 gsm, with adjustable paper gauge and handle lock	20 pieces	20 pieces
7	Scissors; symmetrical; size: 215mm (8.5"); Material: Stainless steel; Blade thickness: 2.5mm; Unique design handle.; Sandblasting surface; Packed by slide card	60 pairs	60 pairs
8	Tape Dispenser 1"; Black - Table top	30 pieces	30 pieces
9	Storage Box 120L; width (m) .52; height (cm) 44; gross weight (kg) 3.52; net weight (kg) 2.92; material non-biodegradable; color: transparent	20 pieces	20 pieces
10	Heavy duty Stapler; Weight: 0.494kg; Product Dimension:(W x H x L) 7.4in x 1.13in x 2.7in; Color: Gray, Black, Blue; Material Type: Metal	10 pieces	10 pieces
11	Mechanical Sharpener; stainless steel with metal body; with translucent pencil shaving bin	5 pieces	5 pieces
12	Wireless presentation clicker; size: 131*18.4*12.5mm; Color: black; Working voltage: 1.5V; Battery power supply: 1.5V/AAA*1; Charging power supply: 3.7V/180mAh	5 pieces	5 pieces
13	Document Steel Filling Tray (3 Layers), Black, 37L X 29H X 24W	10 pieces	10 pieces
14	Laminating machine (hot & cold reverse) size: A4; heavy duty; 220V	3 pieces	3 pieces
15	Monoblock chairs; Color: Blue; Size: 43cm x 38cm x 72cm; Armless with Backrest; Mid-back height; Lightweight; Durable; Stackable; Easy to carry and move; Easy to clean; comfortable	50 pieces	50 pieces
16	Foldable tables; Size:	15 pieces	15 pieces

	122.4Lx60.9WX73.6H; Weight: 11.2Kg; Material: High Density Polyethylene/Steel; Rust-resistant powder coated steel frame; stain resistant and easy to clean; superior strength and durability; Mode of UV-Protected High Density Polyethylene (HDPE) top; Pre-assembled			
17	Industrial air cooler fan (30-40L); Rapid cooling of large area, suitable for 60-80 square meters, cooler integrated with fan, humidifier and air conditioner, mobile refrigeration, 30-40L large water tank is refrigerated for a whole day without adding water all day; cool down quickly; high density large ice crystals for rapid cooling; energy saving; wide-angle swing air supply.	6 pieces	6 pieces	
18	HDMI wireless transmitter receiver; Transfer method - 5GHz Extender; HDMI Resolution: - 1080P@60Hz, compatible with 720P@60Hz; VGA resolution - 1080P@60Hz, compatible with 720P@60Hz; Phase - 50 meters wireless; Port - USB-C; Material - Aluminum alloy + ABS	4 pieces	4 pieces	
19	Digital recorder; 4GB internal memory, expandable to 32GB with micro SD; Maximum Files: 5,000files; S-microphone system records distant or quiet sounds clearly; Focus and Wide-Stereo recording; Auto voice recording reduces background noise; Built-in USB connector; BUILT-IN MEMORY : 4GB; INPUT AND OUTPUT TERMINALS: [PC I/F] Hi-Speed USB [Input] Stereo Mic-in jack [Output] Stereo Earphone jack	4 pieces	4 pieces	
20	Rechargeable portable speakers bluetooth enabled with mic; Bluetooth Version: 5.0 Bluetooth; Distance: 10 Meter; Channel: Stereo; size: 8 inch*2; Output Power: 20W * 2; Battery	10 pieces	10 pieces	

	Capacity: 4500 mAh; Package Accessories: USB Power Cable, Microphone, Remote; Support: USB/TF/AUX/FM/BT/Microphone			
21	Secretariat box (small); Storage box; Medium size; Made of plastic resins; High impact resistant Extreme durability; with wheels for easy mobility; Measurements: L60 x W45 x H38cm	4 pieces	4 pieces	
22	Extension cord (multisocket); 6 Gang [6X International Outlet] Extension Set; Length: 5 Meters; Individual Switch and LED On Indicator; Internal Surge Protection Device; Built-in Fuse Protection; Insulated Copper Wire Connection; Fire Retardant Plastic; Adaptable to standard plugs of all countries; Insulation Resistance: 500MΩ; Rated Voltage: 250V~; Rated Current: 10A Power: 2500W MAX	5 pieces	5 pieces	
23	Portable document scanner High resolution scanner for A4 size documents and images, excellent scanning performance; Compact size and lightweight design; Built-in real time scanning detector; Built in speed controller; Avoid image distortion; Supports memory card up to 32G, can store large capacity files. Direct plug-in, driver installation not required; Scan above 200 pages	4 pieces	4 pieces	
24	Spring binder machines; Size: A4; Punch size: 3*8MM; binding capacity: 200 sheets; punching capacity: 12 sheets; With handle, side margin adjustment, pinch roller, waste bin and die disengagement pin	1 pieces	1 pieces	
25	Single hole puncher; Size: 154x60x17mm; 6mm Hole diameter; capacity: 8 sheets; color – silver; high quality steel; heavy-duty	10 pieces	10 pieces	
26	Three hole puncher; Size: 278x40x51mm; punches up to 8 sheets ; Use three 7mm	2 pieces	2 pieces	

	diameter punch heads; Hole pitch: 108mm; durable steel construction;			
27	Microphones wireless; Dual, long range, high power sound RECEIVER Sensitivity:12dBuV(80db S/N); Sensitivity rang:12-32dBuV; RF squelch: ≥275dB; Audio output level: Balanced output:0~0.5V/600 Audio output:0~0.5V/5K; Power: 220 AVC SYSTEM RF characteristics Modulation: PLL; Frequency ranges:520MHZ~952MHZ; Modulation: FM; Peak deviation:±45khz; AF frequency response: 80~15KHZ(±3DB); T.H.D: ≤1%; Temperature range: -10°C~+40°C	6 units	6 units	
28	Document shredder machine; Paper shredding capacity: 16 sheets; Capacity: 30L Paper shredding time: 60min Can Shred Paper/Card Type/Optical Disc; Size: 628*400*310mm; Confidentiality Level: 5 levels of confidentiality; German level 5 confidential: An A4 sheet of paper can be shredder 2598 sections; Noise≤60dB - low working noise, bass shredding	1 pieces	1 pieces	
29	Filing cabinets 3 Drawer Vertical Filing Cabinet with Central Locking System, Anti-Top Over Safety Feature (only one door at a time opening), powdercoated paint finish, with file dividers and duplicate keys, Heavy Duty Commercial Grade	5 pieces	5 pieces	
30	Laptop stand with cooler; 100% aluminum alloy material; 5KG Max loading Foldable; Support all sizes of laptop; Six-speed control; Fan heat dissipation; Triangular stabilization; Frosted material; Silicone anti-slip; Folding size: 290x220x27mm;	10 pieces	10 pieces	

	Lifting Height: 0-27cm Fan parameters: Dual-core silent motor fan cooling; Rated voltage 5V; Rated current 0.15A; Rated power 0.6W; Air Volume 2.0CFM; Power supply mode: USB Power, plug and play, type-c interface.			
31	Webcam (wide angle); 1080P HD & 150°Ultra-wide Angle; 150° viewing angle; Screen can accommodate more people; For live broadcast or conference; 2 million pixels, 1080P high-definition picture quality, records real pictures; Auto Focus & Face Capture Using high-definition lens; Multiple Installation Methods	10 units	10 units	
32	Portable bluetooth speaker; Wireless; Bluetooth connection; Fast pair; Waterproof; dustproof; Up to 16 hours of battery life; USB Type-C port, durable, extra speaker for stereo sound; Convenient physical buttons	43 units	43 units	
33	Portable medicine/first aid box; Size: Large (34*19*21.54cm-16L); Color: White 3 layer and transparent top design, large capacity, insulation from external pollution; large opening for easy access; with safety lock buckle	5 pieces	5 pieces	
34	Portable power station with solar power charging capability "220V/200W 48000mAh; 200W Power Station; Charge 5 devices simultaneously: 1*AC(110V/200W Peak 400W); 1*DC(12V/10A); 1*PD Type-C(18W); 1*USB-1(5V/2.4A, 9V/2A, 12V/15A); 1*USWB-2(5V/2.4A); QC3.0/PD Type-C/DC Three Outputs: USB-A(QC3.0 18W); PD Type-C (45W); DC Output 18V/3.34A(Max); 3 Led lighting: Read light mode, SOS mode, strobe mode; 60W Portable Solar Panel: 45W Super charge; 18W Quick	3 units	3 units	

	charge; Easy to carry"			
35	LCD writing tablet/pad Color: Blue; Material: ABS, Polymer solid liquid crystal display soft film; Size: 12 inch (11.26*7.48*0.2inch); Mode: Multi-Color Writing; No Blu-ray LCD screen; safe and dust free; one button clearing; low power consumption; lasting battery life; Pressure-sensitive writing; super clear handwriting, magnetic absorption, no dust no ink, long endurance, light and portable	10 pieces	10 pieces	
	Delivery Term: As per schedule Payment Term: 1 month after the conduct of activity Place of Delivery / Venue: Koronadal City, South Cotabato			
	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.			

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-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (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	Office Supplies: Consumables	
1	Alcohol 70% ethyl @500ml/bottle, scented -75 bottles	
2	Disposable Facemask; 3 ply (50pcs./box) color: blue & white -43 boxes	
3	Clearbook A4 size 20 pockets -70 pieces	
4	Clearbook, 20 pocket, legal -80 pieces	
5	Eraser; Rubber; SZ 30; Extra Soft; Dust Free -80 pieces	
6	Sign Pen, Thickness: 1.0 mm, Fine Tip, Black: 100 pcs / Blue: 100 pcs -200 pieces	
7	Sign Pen, Pen thickness 0.7mm, gel ink, metal tip, blue = 100 pcs. & black = 100 pcs. -200 pieces	
8	Genuine Ink 003, Colors: Black, Cyan, Magenta & Yellow, 65 ml, Black Yield: approximate up to 45 pages, Cyan, Magenta & Yellow Yield: approximate up to 7,500 pages. Cyan = 50 bottles, Black = 50 bottles, Magenta = 50 bottles & Yellow = 50 bottles -200 bottles	
9	Genuine Ink GI-790 Ink Bottle, Colors: Black, Cyan, Magenta & Yellow, 70.0 ml, Page Yield 6000 pages, Cyan= 10 Bottles; Black = 10 Bottles; Magenta = 10 Bottles; Yellow = 10 Bottles -40 bottles	

10	Stamp Pad Ink, violet / purple; size: 30ml -40 bottles	
11	Stamp Pad Ink, blue; size: 30ml -40 bottles	
12	Stamp Pad, violet / purple; Size: Medium -50 pieces	
13	Staple Wire Standard; 13mm - Heavy duty (binder type), 23/13 -50 pieces	
14	Staple Wire Standard #35 -60 boxes	
15	Masking Tape 24mm (1"); Length: 50m -60 rolls	
16	Masking Tape 48mm (2"); Length: 50m -60 rolls	
17	Packaging Tape 48mm (2"); Length: 200m -60 rolls	
18	Transparent Tape 24mm (1"); Length: 100m -60 rolls	
19	Transparent Tape 48mm (2"); Length: 200m -60 rolls	
20	Ruler Plastic; Size: 18"; Transparent -80 pieces	
21	Backfold Clip 25mm (1") @ 12pcs/box -80 boxes	
22	Backfold Clip 32mm (1-1/4") @12pcs/box -70 boxes	
23	Backfold Clip 50mm (2") @12pcs/box - 80 boxes	
24	Correction Tape; Size: 5mmx30m -150 pieces	
25	Documentary Envelope A4 size (500pcs/box) -15 boxes	
26	Documentary Envelope Kraft expanding with strap (500pcs/box) -15 boxes	
27	Envelope mailing; Color: white; (500pcs/box) -15 boxes	
28	Paper Fastener metal; 2.5"x8"; (50sets/box) -40 boxes	
29	Fancy/Morocco Folder A4 size with slide (100pieces/bundle) -15 bundles	
30	Fancy/Morocco Folder legal size with slide (100pieces/bundle) -15 bundles	
31	Folder L-type Legal size (30pcs/pack) - 20 packs	
32	Folder pressboard - Expanding, legal size, green (100pcs/box) -15 boxes	
33	Index Tab (5pcs/box) -50 boxes	
34	Marker Flourescent 3 asstd. color per set -150 sets	
35	Flourescent Pad; Easy stick & removable	

	notes; size: 0.5" x 1.7" / 1.3x4cm; 8x25 sheets; with remarks; colored -50 pads	
36	Permanent Marker bullet type - Color: Black -70; Blue -70 -140 pieces	
37	Whiteboard marker - Color: Black - 70; Blue - 70 -140 pieces	
38	Permanent Marker; Tip; Broad Chisel Fine; Tip Size: 5.00 mm; Writing Width: 4.50mm; Weight 0.016kg; Length 1.5cm; Width 1.5cm; Height 13.5cm; Black = 80 pcs. Blue = 80 pcs. -160 pieces	
39	Paper clip 33mm- Vinyl, plastic coated (100pcs/box) -80 boxes	
40	Paper clip 50mm jumbo - Vinyl/ plastic coated (100pcs/box) -80 boxes	
41	Pencil with eraser - lead/ graphite (12pcs/box) -80 boxes	
42	Cartolina Assorted Color (10pcs/pack) - 80 packs	
43	Note pad 3" x 3" - Stick-on (100sheets/pad) -80 pads	
44	Note pad 3" x 4" - Stick-on (100sheets/pad) -80 pads	
45	Note Pad Stick on 2" x 3" - Stick-on (100 sheets/pad) -80 pads	
46	Notebook steno - Spiral, 80 leaves -150 pieces	
47	Multicopy Paper 80gsm A4 size - 500 sheets/ ream -400 reams	
48	Multicopy Paper 80gsm legal - 500 sheets/ ream -400 reams	
49	Paper, Multicopy/Multipurpose, 70gsm, Legal size - 500 sheets/ ream -400 reams	
50	Paper, Multicopy/Multipurpose, 70gsm, A4 size - 500 sheets/ ream -400 reams	
51	Record Book 300 pages -50 pieces	
52	Rubber, self-inking stamp, Dater -25 pieces	
53	Documentary Envelope kraft legal (pcs/box) -30 Boxes	
54	Tagboard Folder A4 (100pcs/pack); Acid-free; Recyclable -30 packs	
55	Tagboard Folder, Legal (100pcs/pack); Acid-Free; Recyclable -30 packs	
56	Staple Remover - Plier-type; (metal) -25 pieces	
57	Staple Binder Type- Heavy duty -10 units	

58	Parchment Paper A4 (100pcs/pack) -80 packs	
59	Ink Refill for permanent marker; 30ml with dropper; Black = 25 bottles, Blue = 25 bottles -50 bottles	
60	Ink Refill for whiteboard marker; 30ml with dropper; Black = 25 bottles, Blue = 25 bottles -50 bottles	
61	Certificate Frame; material: glass & wood frame; size 8.5 x 11 inches -50 pieces	
62	Certificate Frame; material: glass & wood frame; size 11 x 14 inches -50 pieces	
63	Certificate Frame; material: glass & wood frame; size; A4 -50 pieces	
64	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: 8.5 x 13"; assorted colors -200 pieces	
65	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: A4; assorted colors -200 pieces	
66	Certificate Holder; super clean transparency; with flap to prevent certificates from falling off; Size: 8.5 x 11"; assorted colors -200 pieces	
67	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size:A4 -20 packs	
68	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size: 8.5 x 11" -20 packs	
69	Vellum Board Paper; Material: White Vellum Board Paper; Qty: 100pcs./pack of 160gsm or 200gsm; size: 8.5 x 14" -25 packs	
70	Construction Paper; size: 9" x 12"; basis weight: 80gsm; sheet count: 200 sheets per pack; color: assorted -10 packs	
71	Multi-purpose liquid glue, atleast 1010g -10 bottles	
72	Sticker paper Matte finish, a4 size; 10sheets/pack -30 packs	
73	Duck Tape Super Strong waterproof fabric, 24mm, 50 meters length -20 pieces	
74	Manila Paper size 36x48 GSM: 63gsm-80 lbs -300 pieces	
75	BATHROOM TISSUE, 450 sheets (w/ 3	

	ply per sheet) per roll x 12 rolls per pack -40 packs	
76	DISINFECTANT SPRAY, aerosol type, 400-550 grams -40 pieces	
77	Liquid Hand Soap, 1L, antibacterial -40 pieces	
78	Plastic spring binder; paper size: A4 (21 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding -10 boxes	
79	PVC binding cover; size A4; Quantity: 100 sheets per pack; Transparent Clear 200 Microns -15 packs	
80	Spring binder rings; PVC material; high glossed; size: A4 (21 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding -40 boxes	
81	Paper cutters; Metal; Capacity: from B7 to A4 paper size; Can cut up to 12 sheets; With handle, paper and ruler guides, fixing screw, safety lock; Non-slip foot -4 pieces	
82	Binders long size; paper size: Legal (23 holes); color: black; quantity: 100pcs/box; size 16mm; Appx 150-200 sheets capacity binding -5 boxes	
83	Photopaper(10's or 20's); Size: A4; 210 GSM 210mmx297mm; 20sheets/pack; photographic quality; inkjet printer compatible; water resistant; vivid color; quick dry -50 packs	
84	First aid kit; Bag material: EVA, nylon; Bag color: Red; Bag size: 21*13*5.5cm; Package included: 10x Adhesive Bandage; 2x Medical Gauze Sheet; 1x Ice Bag; 10x Alcohol Disinfectant Sheet; 4x Cleaning Wipes; 1x Medical Tape; 1x Silicone Tourniquet; 1x First Aid Insulation Blanket; 1x Triangle Bandage; 1x PBT Elastic Bandage; 1x Plastic Tweezers; 1x Scissors; 5x Safety Pin; 1x Whistle; 1x Hand Flashlight; 1x Outdoor Knife Card; 40x Cotton Swabs; 1x First Aid Manual; 1x First Aid Bag -5 bags	
	Delivery Term: As per schedule Payment Term: 1 month after the conduct of activity Place of Delivery / Venue: Koronadal City, South Cotabato	

	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.	
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Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

B. DSWD12-STU-2024-05-010 PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2)

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 2	Office Supplies: Expendable	
1	External Hard Drive; Black; Capacity: 2TB; Hard Disk Description: Mechanical Hard Disk; Hard Disk Interface: USB 3.0; Hard Disk Rotational Speed: 5400 RPM; Hardware Platform: PC, Mac Special Feature: Password Protection; Form Factor: 2.5-inch -8 units	
2	Flashdrive: USB 3.1 Gen 1; Backwards compatible with USB 2.0; Read speed of	

	up to 400MB/s; Write speed of up to 250MB/s; Interface: USB 3.1; Model: x770w; Storage Capacity: 32GB -25 units	
3	Data file box, 125mm x 230mm x 400mm - Color: Blue; Vertical -20 pieces	
4	DATA FOLDER, Clipboard, 75mm x 240mm x 400mm with taglia lock -30 pieces	
5	File Organizer legal size - Expanding, plastic -30 pieces	
6	Heavy Duty Puncher, two hole, punching capacity: 30 sheets @ 80 gsm, with adjustable paper gauge and handle lock -20 pieces	
7	Scissors; symmetrical; size: 215mm (8.5"); Material: Stainless steel; Blade thickness: 2.5mm; Unique design handle.; Sandblasting surface; Packed by slide card -60 pairs	
8	Tape Dispenser 1"; Black - Table top -30 pieces	
9	Storage Box 120L; width (m) .52; height (cm) 44; gross weight (kg) 3.52; net weight (kg) 2.92; material non-biodegradable; color: transparent -20 pieces	
10	Heavy duty Stapler; Weight: 0.494kg; Product Dimension:(W x H x L) 7.4in x 1.13in x 2.7in; Color: Gray, Black, Blue; Material Type: Metal -10 pieces	
11	Mechanical Sharpener; stainless steel with metal body; with translucent pencil shaving bin -5 pieces	
12	Wireless presentation clicker; size: 131*18.4*12.5mm; Color: black; Working voltage: 1.5V; Battery power supply: 1.5V/AAA*1; Charging power supply: 3.7V/180mAh -5 pieces	
13	Document Steel Filling Tray (3 Layers), Black, 37L X 29H X 24W -10 pieces	
14	Laminating machine (hot & cold reverse) size: A4; heavy duty; 220V -3 pieces	
15	Monoblock chairs; Color: Blue; Size: 43cm x 38cm x 72cm; Armless with Backrest; Mid-back height; Lightweight; Durable; Stackable; Easy to carry and move; Easy to clean; comfortable -50 pieces	
16	Foldable tables; Size: 122.4Lx60.9WX73.6H; Weight: 11.2Kg; Material: High Density Polyethylene/Steel; Rust-resistant powder coated steel frame; stain resistant	

	and easy to clean; superior strength and durability; Mode of UV-Protected High Density Polyethylene (HDPE) top; Pre-assembled -15 pieces	
17	Industrial air cooler fan (30-40L); Rapid cooling of large area, suitable for 60-80 square meters, cooler integrated with fan, humidifier and ari conditioner, mobile refrigeration, 30-40L large water tank is refrigerated for a whole day without adding water all day; cool down quickly; high density large ice crystals for rapid cooling; energy saving; wide-angle swing air supply. -6 pieces	
18	HDMI wireless transmitter receiver; Transfer method - 5GHz Extender; HDMI Resolution: - 1080P@60Hz, compatible with 720P@60Hz; VGA resolution - 1080P@60Hz, compatible with 720P@60Hz; Phase - 50 meters wireless; Port - USB-C; Material - Aluminum alloy + ABS -4 pieces	
19	Digital recorder; 4GB internal memory, expandable to 32GB with micro SD; Maximum Files: 5,000files; S-microphone system records distant or quiet sounds clearly; Focus and Wide-Stereo recording; Auto voice recording reduces background noise; Built-in USB connector; BUILT-IN MEMORY : 4GB; INPUT AND OUTPUT TERMINALS: [PC I/F] Hi-Speed USB [Input] Stereo Mic-in jack [Output] Stereo Earphone jack -4 pieces	
20	Rechargeable portable speakers bluetooth enabled with mic; Bluetooth Version: 5.0 Bluetooth; Distance: 10 Meter; Channel: Stereo; size: 8 inch*2; Output Power: 20W * 2; Battery Capacity: 4500 mAh; Package Accessories: USB Power Cable, Microphone, Remote; Support: USB/TF/AUX/FM/BT/Microphone -10 pieces	
21	Secretariat box (small); Storage box; Medium size; Made of plastic resins; High impact resistant Extreme durability; with wheels for easy mobility; Measurements: L60 x W45 x H38cm -4 pieces	
22	Extension cord (multisocket); 6 Gang [6X International Outlet] Extension Set; Length: 5 Meters; Individual Switch and LED On Indicator; Internal Surge Protection Device; Built-in Fuse	

	Protection; Insulated Copper Wire Connection; Fire Retardant Plastic; Adaptable to standard plugs of all countries; Insulation Resistance: 500MΩ; Rated Voltage: 250V~; Rated Current: 10A Power: 2500W MAX -5 pieces	
23	Portable document scanner High resolution scanner for A4 size documents and images, excellent scanning performance; Compact size and lightweight design; Built-in real time scanning detector; Built in speed controller; Avoid image distortion; Supports memory card up to 32G, can store large capacity files. Direct plug-in, driver installation not required; Scan above 200 pages -4 pieces	
24	Spring binder machines; Size: A4; Punch size: 3*8MM; binding capacity: 200 sheets; punching capacity: 12 sheets; With handle, side margin adjustment, pinch roller, waste bin and die disengagement pin -1 pieces	
25	Single hole puncher; Size: 154x60x17mm; 6mm Hole diameter; capacity: 8 sheets; color – silver; high quality steel; heavy-duty -10 pieces	
26	Three hole puncher; Size: 278x40x51mm; punches up to 8 sheets ; Use three 7mm diameter punch heads; Hole pitch: 108mm; durable steel construction; -2 pieces	
27	Microphones wireless; Dual, long range, high power sound RECEIVER Sensitivity:12dBuV(80db S/N); Sensitivity rang:12-32dBuV; RF squelch: ≥275dB; Audio output level: Balanced output:0~0.5V/600 Audio output:0~0.5V/5K; Power: 220 AVC SYSTEM RF characteristics Modulation: PLL; Frequency ranges:520MHZ~952MHZ; Modulation: FM; Peak : deviation:±45khz; AF frequency response: 80~15KHZ(±3DB); T.H.D: ≤1%; Temperature range: -10°C~+40°C -6 units	
28	Document shredder machine; Paper shredding capacity: 16 sheets; Capacity: 30L Paper shredding time: 60min Can Shred Paper/Card Type/Optical	

	Disc; Size: 628*400*310mm; Confidentiality Level: 5 levels of confidentiality; German level 5 confidential: An A4 sheet of paper can be shredder 2598 sections; Noise≤60dB - low working noise, bass shredding -1 pieces	
29	Filing cabinets 3 Drawer Vertical Filing Cabinet with Central Locking System, Anti-Top Over Safety Feature (only one door at a time opening), powdercoated paint finish, with file dividers and duplicate keys, Heavy Duty Commercial Grade -5 pieces	
30	Laptop stand with cooler; 100% aluminum alloy material; 5KG Max loading Foldable; Support all sizes of laptop; Six-speed control; Fan heat dissipation; Triangular stabilization; Frosted material; Silicone anti-slip; Folding size: 290x220x27mm; Lifting Height: 0-27cm Fan parameters: Dual-core silent motor fan cooling; Rated voltage 5V; Rated current 0.15A; Rated power 0.6W; Air Volume 2.0CFM; Power supply mode: USB Power, plug and play, type-c interface. -10 pieces	
31	Webcam (wide angle); 1080P HD & 150°Ultra-wide Angle; 150° viewing angle; Screen can accommodate more people; For live broadcast or conference; 2 million pixels, 1080P high-definition picture quality, records real pictures; Auto Focus & Face Capture Using high-definition lens; Multiple Installation Methods -10 units	
32	Portable bluetooth speaker; Wireless; Bluetooth connection; Fast pair; Waterproof; dustproof; Up to 16 hours of battery life; USB Type-C port, durable, extra speaker for stereo sound; Convenient physical buttons -43 units	
33	Portable medicine/first aid box; Size: Large (34*19*21.54cm-16L); Color: White 3 layer and transparent top design, large capacity, insulation from external pollution; large opening for easy access; with safety lock buckle -5 pieces	
34	Portable power station with solar power charging capability "220V/200W 48000mAh; 200W Power Station; Charge 5 devices simultaneously: 1*AC(110V/200W Peak	

	<p>400W); 1*DC(12V/10A); 1*PD Type-C(18W); 1*USB-1(5V/2.4A, 9V/2A, 12V/15A); 1*USWB-2(5V/2.4A); QC3.0/PD Type-C/DC Three Outputs: USB-A(QC3.0 18W); PD Type-C (45W); DC Output 18V/3.34A(Max); 3 Led lighting: Read light mode, SOS mode, strobe mode;</p> <p>60W Portable Solar Panel: 45W Super charge; 18W Quick charge; Easy to carry" -3 units</p>	
35	<p>LCD writing tablet/pad Color: Blue; Material: ABS, Polymer solid liquid crystal display soft film; Size: 12 inch (11.26*7.48*0.2inch); Mode: Multi-Color Writing; No Blu-ray LCD screen; safe and dust free; one button clearing; low power consumption; lasting battery life; Pressure-sensitive writing; super clear handwriting, magnetic absorption, no dust no ink, long endurance, light and portable -10 pieces</p>	
	<p>Delivery Term: As per schedule Payment Term: 1 month after the conduct of activity Place of Delivery / Venue: Koronadal City, South Cotabato</p>	
	<p>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.</p>	

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.