



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11360797
Procuring Entity DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII
Title DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Staff for 2024 (Lot 1 to Lot 6)

Area of Delivery

Solicitation Number: 2024-10-0770-M SLP Trade Agreement: Implementing Rules and Regulations Procurement Mode: Public Bidding Classification: Goods Category: Office Equipment Supplies and Consumables Approved Budget for the Contract: PHP 1,791,649.00 Delivery Period: 30 Day/s Client Agency: <hr/> Contact Person: Loreto Jr. Vargas Cabaya Regional Director Regional Center, Brgy. Carpenter Hill Koronadal City South Cotabato Philippines 9506 63-228-3180 Ext.81 63-228-3180 procurement.fo12@dswd.gov.ph	Status	Active
	Associated Components	1
	Bid Supplements	0
	Document Request List	14
	Date Published	15/10/2024
	Last Updated / Time	15/10/2024 00:00 AM
	Closing Date / Time	04/11/2024 10:30 AM

Description

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII
Regional Center, Brgy. Carpenter Hills, Koronadal City, 9506

PHILIPPINE BIDDING DOCUMENTS
FOR THE
Procurement of Office Supplies for SLP Staff for 2024 (Lot 1 to Lot 6)
Project Identification No. DSWD12-SLP-2024-10-023

Government of the Republic of the Philippines

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-SLP-2024-10-023 PROCUREMENT OF OFFICE SUPPLIES FOR SLP STAFF FOR 2024 (LOT 1 TO LOT 6)

1. The Department of Social Welfare and Development Field Office XII, through the General Appropriations Act 2024 intends to apply the sum of the amount being the ABC to payments under the contract for each following lot/item:

- a. Five Hundred Thirty Four Thousand Three Hundred Nineteen Pesos Only (₱534,319.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of South Cotabato Cluster for 2024 (LOT1);
- b. One Hundred Thirty One Thousand Two Hundred Twenty Three Pesos Only (₱131,223.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of RPMO for 2024 (LOT2);
- c. Three Hundred Thousand Three Hundred Six Pesos Only (₱300,306.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT3);
- d. Four Hundred Sixty Four Thousand Six Hundred Seventy Two Pesos Only (₱464,672.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT4); and
- e. One Hundred Forty Nine Thousand Thirty Three Pesos Only (₱149,033.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-I for 2024 (LOT5)
- f. Two Hundred Twelve Thousand Ninety Six Pesos Only (₱212,096.00) for DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-II for 2024 (LOT6)

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 One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO. Bidders should have completed, within Two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from Department of Social Welfare and Development Field Office XII – Bids and Awards Committee Secretariat Office and inspect the Bidding Documents at the address given below during 8:00a.m. to 5:00 p.m..

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 15, 2024 to October 31, 2024, 5:00 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 – ₱ 534,319.00 ₱1,000.00

Lot 2 – ₱ 131,223.00 ₱1,000.00

Lot 3 – ₱ 300,306.00 ₱1,000.00

Lot 4 – ₱ 464,672.00 ₱1,000.00

Lot 5 – ₱ 149,033.00 ₱1,000.00

Lot 6 – ₱ 212,096.00 ₱1,000.00

Total – ₱ 1,791,649.00 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 Conference on October 23, 2024, 10:30 a.m. at DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before November 04, 2024, 9:00 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 November 04, 2024, 10:30 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Department of Social Welfare and Development Field Office XII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

DSWD 12 – BAC Secretariat Head

Administrative Division – Procurement Section

DSWD Field Office 12, Regional Center, Brgy. Carpenter Hills, Koronadal City, 9506

procurement.fo12@dswd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:

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

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

October 14, 2024

JACKIYA A. LAO

BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive

bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Department of Social Welfare and Development Field Office XII wishes to receive Bids for the PROCUREMENT OF OFFICE SUPPLIES FOR SLP STAFF FOR 2024 (LOT 1 TO LOT 6), with identification number DSWD12-SLP-2024-10-023.

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 GAA in the amount of One Million Seven Hundred Ninety One Thousand Six Hundred Forty Nine Pesos Only (₱1,791,649.00)

2.2. The source of funding the Approved GAA 2024.

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 October 23, 2024, 10:30 a.m. and at its physical address DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE 12, Regional Center, Brgy. Carpenter Hills, 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 October 26, 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 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 March 04, 2025. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

19.4. The Project shall be awarded as 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 For this purpose, contracts similar to the Project shall be:

- a. Supply and Delivery of Office Equipment, Supplies, and consumables.

- b. Completed within at least two (2) years prior to the deadline for the submission and receipt of bids.

7.1 Subcontracting is not allowed

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

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

- a. The amount of not less than ₱ 10,686.38 for Lot 1 ₱ 2,624.46 for Lot 2, ₱ 6,006.12 for Lot 3, ₱ 9,293.44 for Lot 4, ₱ 2,980.66 for Lot 5, and ₱ 4,241.92 for Lot 6 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 ₱ 26,715.95 for Lot 1, ₱ 6,561.15 for Lot 2, ₱ 15,015.30 for Lot 3, ₱ 23,233.60 for Lot 4, ₱ 7,451.65 for Lot 5, and ₱ 10,604.80 for Lot 6 or the amount equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

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

2. 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.

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

1. Present original copy of the following:

- a. a. Latest Income Tax Return and Business Tax Return (For 2nd Quarter of 2024)
 - b. b. Latest Value Added Tax (VAT) Return (For 2nd Quarter of 2024, if applicable)
- Only tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) shall be accepted.
- c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

- 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;

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

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

- g. Bureau of Internal Revenue (BIR) Registration Certificate.

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

- 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

- j. Company profile and Organizational Chart. Company printed brochure may be included.

- k. Vicinity Map/Location of the business.

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

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

NOTE: FOR POST QUALIFICATION PURPOSES ONLY

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

First envelope containing at least one (1) set of duly signed and sealed Eligibility and Technical documents

Second envelope containing at least one (1) set of duly signed and sealed Financial Bid documents

20.4 All envelopes shall be labeled/marked as follows:

TO : JACKIYA A. LAO

CHAIRPERSON

BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12

FROM : _____

(Name of Bidder in Capital Letters)

ADDRESS: _____ (Address of Bidder in Capital Letters)

PROJECT:

Procurement of Office Supplies for SLP Provincial Staff of South Cotabato Cluster for 2024 (LOT1)

Procurement of Office Supplies for SLP Provincial Staff of RPMO for 2024 (LOT2)

Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT3)

Procurement of Office Supplies for SLP Provincial Staff of SARGEN for 2024 (LOT4)

Procurement of Office Supplies for SLP Provincial Staff of CC-I for 2024 (LOT5)

Procurement of Office Supplies for SLP Provincial Staff of CC-II for 2024 (LOT6)

BID REF NO.: ITB NO.

DSWD12-SLP-2024-10-023 (LOT1)

DSWD12-SLP-2024-10-023 (LOT2)

DSWD12-SLP-2024-10-023 (LOT3)

DSWD12-SLP-2024-10-023 (LOT 4)

DSWD12-SLP-2024-10-023 (LOT 5)

DSWD12-SLP-2024-10-023 (LOT 6)

Approved Budget for the Contract :

lot 1 ₱534,319.00

lot 2 ₱131,223.00

lot 3 ₱300,306.00

lot 4 ₱464,672.00

lot 5 ₱149,033.00

lot 6 ₱212,096.00

DO NOT OPEN BEFORE: 04 NOVEMBER 2024; 10:30 A.M.

21.2 No further instructions

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in

accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

3. Performance Security

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

4. Inspection and Tests

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

Delivery and Documents –

For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:

The delivery shall be ONE TIME DELIVERY to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved Purchase Order

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

Incidental Services –

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

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts – Not applicable

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during

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

Transportation –

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.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

Intellectual Property Rights –

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

2.2 The terms of payment shall be as follows:

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

Proof of Deliveries) must be signed by authorized person to support claims for payment.

4 The inspections and tests shall be conducted by the DSWD Inspection Committee, Final Acceptance by the DSWD Acceptance Committee, and End-User.

Section VI. Schedule of Requirements

A. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of South Cotabato Cluster for 2024 (LOT1)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 Book paper, A4 70gsm 315 BOX/ES 315 BOX/ES Delivery of the Goods is required One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO

2 Correction Tape 5mm x 8m 62 PIECE/S 62 PIECE/S

3 Fastener, 70mm Plastic 10 BOX/ES 10 BOX/ES

4 Epson Ink 003, black 20 PIECE/S 20 PIECE/S

5 Epson Ink 664, black 20 PIECE/S 20 PIECE/S

6 Staple Wire #35 32 PIECE/S 32 PIECE/S

7 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 35 PAD/S 35 PAD/S

8 Ballpen. 0.5 black 165 PIECE/S 165 PIECE/S

9 Ballpen. 0.5 blue 164 PIECE/S 164 PIECE/S

10 Sign pen, 0.5 black 7 PIECE/S 7 PIECE/S

11 Gel Ink Pen, 0.7 black 96 PIECE/S 96 PIECE/S

12 Gel Ink Pen, 0.7 blue 96 PIECE/S 96 PIECE/S

13 Stapler with Remover #35 32 PIECE/S 32 PIECE/S

14 All in One Printer

Print, scan, copy

Compact integrated tank design

High yield ink bottles

Spill-free, error-free refilling

Wi-Fi & Wi-Fi Direct

Seamless setup

Borderless printing up to 4R

Printer Functions: Print, Scan, Copy

Print Method: On-demand inkjet (Piezoelectric)

Maximum Resolution: 5760 x 1440 dpi 2 Unit /s 2 Unit /s

NOTE:

Delivery Term:

NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PO) LOCATED AT KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN PCO-KORONADAL CITY. Delivery Terms within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO SOUTH COTABATO, SOUTH COTABATO GYMNASIUM, KORONADAL CITY

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

B. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of RPMO for 2024 (LOT2)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 Pentel Pen, Black 10 PIECE/S 10 PIECE/S Delivery of the Goods is required One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO

2 Epson 003, Black 20 PIECE/S 20 PIECE/S

3 Epson 003, Cyan 10 PIECE/S 10 PIECE/S

4 Epson 003, Magenta 10 PIECE/S 10 PIECE/S

5 Epson 003, Yellow 10 PIECE/S 10 PIECE/S

6 Vellum, Board A4 200Gsm, 10 sheets per pack 100 PACK/S 100 PACK/S

7 Binder Clip, Small 20 PIECE/S 20 PIECE/S

8 Binder Clip, Medium 20 PIECE/S 20 PIECE/S

9 Binder Clip, Large 10 PIECE/S 10 PIECE/S

10 Notepad 2"x3 10 PAD/S 10 PAD/S

11 Notepad 3"x4 10 PAD/S 10 PAD/S

12 Paper Clip vinyl Jumbo 55mm 10 BOX/ES 10 BOX/ES

13 Paper Clip vinyl Small 33mm 10 BOX/ES 10 BOX/ES

14 Pencil Eberhard Faber's Wood clinched Bonding Technology No. 2 10 PIECE/S 10 PIECE/S

15 Gel Ink Pen, 0.7 black 10 PIECE/S 10 PIECE/S

16 Gel Ink Pen, 0.7 blue 10 PIECE/S 10 PIECE/S

17 Stapler with remover #35, Durable metal stapler, Tacking & Pinning and Double duty. Weight: 0.196kg Production Dimension: 5in x 2in x 2in Material type: Metal 5 PIECE/S 5 PIECE/S

18 Stapler Wire #35 45 BOX/ES 45 BOX/ES

19 Staple Remover Plier Type

Stainless Steel lifting mechanism for easily lifting, gripping and removing staples

Lightweight and compact. 8 PIECE/S 8 PIECE/S

20 Certificate Holder A4 (Not Glass) 100 PIECE/S 100 PIECE/S

21 Power Saving Wireless Mouse 2 PIECE/S 2 PIECE/S

22 Book paper, A4, 70Gsm 15 BOX/ES 15 BOX/ES

23 Ruler Plastic 12inches 10 PIECE/S 10 PIECE/S

24 Scissors 8 inches stainless steel 10 PIECE/S 10 PIECE/S

25 Glue 130g, Elmer's Glue 2 PIECE/S 2 PIECE/S

26 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 12 PACK/S 12 PACK/S

27 Rubberband 50grams small 2 BOX/ES 2 BOX/ES

28 Scanner Wireless High-speed Desktop Scanner | 2.8-inch Touchscreen | Scans Up To 40ppm 1 Unit 1 Unit

29 Multifunction Printer Black One Size / EU Plug Colour • With Scanner • Inkjet • Wireless • Wi-Fi • USB • Cloud Ready 1 Unit 1 Unit

30 Lever Arch Top Clip, A4 5 PIECE/S 5 PIECE/S

31 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 2 PIECE/S 2 PIECE/S

32 Record book 200page: Hardbound covers with turned and folded edges. Weight Per pack: 200pages, 0.336kg 5 PIECE/S 5 PIECE/S

33 Highlighter, Neon Colors 5 PIECE/S 5 PIECE/S

34 Scotch Tape, 1", 50meters 5 PIECE/S 5 PIECE/S

35 Ballpen, 0.5 black 10 PIECE/S 10 PIECE/S

36 Blade Cutter Knife 6inches 2 PIECE/S 2 PIECE/S

37 Stand File Box Color black 5 PIECE/S 5 PIECE/S

38 Double Sided Tape 10meters 10 PIECE/S 10 PIECE/S

NOTE:

NOTE: ONE TIME DELIVERY TO THE RPMO LOCATED AT KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN KORONADAL CITY. Delivery Terms within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

DSWD XII, Purok Bumanaag, Brgy. Zone III, Koronadal City

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

C. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT3)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 Ballpen, 0.5 black 120 PIECE/S 120 PIECE/S Delivery of the Goods is required One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO

2 Binder Clip, 19mm 5 BOX/ES 5 BOX/ES

3 Binder Clip, 25mm 10 BOX/ES 10 BOX/ES

4 Book Paper, A4,70gsm 490 REAM/S 490 REAM/S

5 Book Paper,Long,70gsm 5 REAM/S 5 REAM/S

6 Certificate Paper A4 5 PACK/S 5 PACK/S

7 Certificate Holder, A4 24 PIECE/S 24 PIECE/S

8 Correction Tape 5mm x 8m 50 PIECE/S 50 PIECE/S

9 Epson Ink 003, Black 112 PIECE/S 112 PIECE/S

10 Epson Ink 003, Cyan 35 PIECE/S 35 PIECE/S

11 Epson Ink 003, Yellow 35 PIECE/S 35 PIECE/S

12 Epson Ink 003, Magenta 30 PIECE/S 30 PIECE/S

13 Cannon Ink 003, Black 10 PIECE/S 10 PIECE/S

14 Cannon Ink 003, Cyan 5 PIECE/S 5 PIECE/S

15 Cannon Ink 003, Yellow 5 PIECE/S 5 PIECE/S

16 Cannon Ink 003, Magenta 5 PIECE/S 5 PIECE/S

17 Fastener, 70mm 50 BOX/ES 50 BOX/ES

18 Folded Brown Long (100s) 300 PIECE/S 300 PIECE/S

19 Glue 130g 5 PIECE/S 5 PIECE/S

20 Highlighter, Neon Colors 24 PIECE/S 24 PIECE/S

21 Lever Arch File 3", Black 10 PIECE/S 10 PIECE/S

22 Marker, Permanent , Black , Blue , Red 24 PIECE/S 24 PIECE/S

23 Marker, Permanent , Black 2 PIECE/S 2 PIECE/S

24 Note Pad, 2" x 3 35 PAD/S 35 PAD/S

25 Note Pad, 3" x 3 35 PAD/S 35 PAD/S

26 Paper Clip Vinyl Jumbo 55mm 17 BOX/ES 17 BOX/ES

27 Paper Clip Vinyl Jumbo 33mm 17 BOX/ES 17 BOX/ES

28 Pencil, Eberhard Faber's Woodlinched Bonding Technology No.2 24 PIECE/S 24 PIECE/S

29 Plastic Envelope, Legal 5 PIECE/S 5 PIECE/S

30 Rubberband, 50g small 2 BOX/ES 2 BOX/ES

31 Scissors 8" Stainless Steel 5 PAIR/S 5 PAIR/S

32 Sharpener Desk Heavy Duty 1 PIECE/S 1 PIECE/S

33 Gel Ink Pen, 0.7 black 120 PIECE/S 120 PIECE/S

34 Staple Wire # 35 30 BOX 30 BOX

35 Stapler, Heavy Duty 2 PIECE/S 2 PIECE/S

36 Stapler with Remover #35 3 PIECE/S 3 PIECE/S

37 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 2 PIECE/S 2 PIECE/S

38 Cork Board 40x60 2 PIECE/S 2 PIECE/S

39 Vellum Board, Long, 10sheets per pack 2 PACK/S 2 PACK/S

39 All in One Printer Print, scan, copy

Compact integrated tank design

High yield ink bottles

Spill-free, error-free refilling

Borderless printing up to 4R 1 Unit 1 Unit

40 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 66 PAD/S 66 PAD/S

NOTE:

ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO, City Hall of Tacurong, Sultan Kudarat

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

D. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of SARGEN Cluster for 2024 (LOT4)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 Book Paper A4, 70gsm 117 BOX/ES 117 BOX/ES Delivery of the Goods is required One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO

2 Correction Tape 5mm x 8m 80 PIECE/S 80 PIECE/S

3 Fastener, 70mm 140 BOX/ES 140 BOX/ES

4 Epson Ink 003, black 74 PIECE/S 74 PIECE/S

5 Epson Ink 003, magenta 36 PIECE 36 PIECE

6 Epson Ink 003, blue 36 PIECE 36 PIECE

7 Epson Ink 003, yellow 36 PIECE 36 PIECE

8 Epson Ink 664, Black (10) 36 PIECE 36 PIECE

9 Epson Ink 664, magenta 14 PIECE 14 PIECE

10 Epson Ink 664, blue 14 PIECE 14 PIECE

11 Epson Ink 664, yellow 14 PIECE 14 PIECE

12 BROTHER Compatible Toner Cartridge TN660

Guranteed High Quality Compatible Toner Cartridge

101% Brand new. NOT remanufactured or refilled.

Factory Sealed. Made with all new parts. 4 PIECE 4 PIECE

13 Staple Wire #35 30 BOX/ES 30 BOX/ES

14 Notepad, 3" x 4 70 PAD/S 70 PAD/S

15 Staple Remover #35 30 PIECE/S 30 PIECE/S

16 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 96 PACK/S 96 PACK/S

17 Printer All in One

Print, Scan, Copy

Connectivity: USB/ LAN/ WIFI/ WIFI DIRECT/ LAN

Compact integrated tank design

Print speeds up to 15.5ipm for black and 8.5ipm for colour

Auto-Duplex printing

ADF capability

Epson Smart Panel

Borderless Printing up to A4 size

Warranty of 2 years of 50,000 pages, whichever comes first

Powered by Epson Heat-Free Technology 2 Unit 2 Unit

18 Laser Multi-function Monochrome Printer

Monochrome (Black & White Only)

Print, Scan, Copy, ADF, Wi-Fi

Automatic 2-sided print

Print up to Long/Legal

Scan/Copy up to Long/Legal via ADF Scan/Copy up to Short/A4 via flatbed glass

Toner Cartridge Powder 1 Unit 1 Unit

19 Sign Pen, 0.5 black 85 PIECE/S 85 PIECE/S

20 Sign Pen, 0.5 blue 85 PIECE/S 85 PIECE/S

21 Gel Ink Pen, 0.7 black 85 PIECE/S 85 PIECE/S

22 Gel Ink Pen, 0.7 blue 85 PIECE/S 85 PIECE/S

23 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 35 PIECE/S 35 PIECE/S

24 Paper Cip vinyl Jumbo 55mm 70 BOX/ES 70 BOX/ES

25 Paper Cip vinyl Jumbo 33mm 70 BOX/ES 70 BOX/ES

26 Scissors 8" stainless steel 36 PIECE/S 36 PIECE/S

27 Folder Brown Long (100pcs/ Per Ream) 35 REAM/S 35 REAM/S

NOTE:

ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO, City Hall of General Santos City

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

E. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-I for 2024 (LOT5)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 All in One Printer

Print, scan, copy

Compact integrated tank design

High yield ink bottles

Spill-free, error-free refilling

Wi-Fi & Wi-Fi Direct

Seamless setup via Epson Smart Panel

Borderless printing up to 4R

Printer Functions: Print, Scan, Copy

Print Method: On-demand inkjet (Piezoelectric)

Maximum Resolution: 5760 x 1440 dpi 1 Unit 1 Unit Delivery of the Goods is required One Time Delivery to Provincial Cluster Offices and within 30 working days upon the receipt of the Approved PO

2 Epson Ink 664, Black 11 PIECE/S 11 PIECE/S

3 Epson Ink 003, Black 38 PIECE/S 38 PIECE/S

4 Epson Ink 003, Yellow 2 PIECE/S 2 PIECE/S

5 Epson Ink 003, Cyan 2 PIECE/S 2 PIECE/S

6 Epson Ink 003, Magenta 2 PIECE/S 2 PIECE/S

7 Fastener 70mm 55 BOX/ES 55 BOX/ES

8 Puncher Heavy Duty 70mm

Weight: 0.533kg

Product Dimension: 6.5in x 2in x 4in

Material Type: Metal 11 PIECE/S 11 PIECE/S

9 Staple Heavy Duty with Remover #35 11 PIECE/S 11 PIECE/S

10 Staple Wire #35 22 BOX/ES 22 BOX/ES

11 Scissors 8" Stainless Steel 11 PIECE/S 11 PIECE/S

12 Gel Ink Pen, 0.7 black 55 PIECE/S 55 PIECE/S

13 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 58 PACK/S 58 PACK/S

14 Book paper, A4, 70gsm 56 BOX/ES 56 BOX/ES

15 Correction Tape 5mm x 8m 33 PIECE/S 33 PIECE/S

16 Paper Clp Vinyl Jumbo 55mm 33 BOX/ES 33 BOX/ES

17 Folder Brown Long (100pcs/ Per Ream) 5 REAM/S 5 REAM/S

NOTE:

Delivery Term:

"ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O. "

Place of Delivery / Venue:

SLP PCO, KIDAPAWAN, NORTH COTABATO

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

F. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-II for 2024 (LOT6)

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

Item Number Description Quantity Total Delivered, Weeks/Months

1 Ballpen, 0.5 black 35 PIECE/S 35 PIECE/S Delivery of the Goods is required One Time Delivery and within 30 working days upon the receipt of the Approved PO

2 Ballpen, 0.7 black 35 PIECE/S 35 PIECE/S

3 Book paper, A4 70gsm 400 REAM/S 400 REAM/S

4 Book paper, long 70gsm 10 REAM/S 10 REAM/S

5 Epson Ink 003, black 40 PIECE/S 40 PIECE/S

6 Epson Ink 003, cyan 20 PIECE/S 20 PIECE/S

7 Epson Ink 003, yellow 20 PIECE/S 20 PIECE/S

8 Epson Ink 003, magenta 18 PIECE/S 18 PIECE/S

9 Pencil, Eberhard Faber's Woodclined Bonding Technology No.2 30 PIECE/S 30 PIECE/S

10 Sign Pen, 0.5 black 35 PIECE/S 35 PIECE/S

11 Sign Pen, 0.5 blue 35 PIECE/S 35 PIECE/S

12 Gel Ink Pen, 0.7 black 35 PIECE/S 35 PIECE/S

13 Gel Ink Pen, 0.7 blue 35 PIECE/S 35 PIECE/S

14 Staple Wire #35 23 BOX/ES 23 BOX/ES

15 Printable Sticker Paper A4 50pcs 48 PACK/S 48 PACK/S

16 All in One Printer Print, scan, copy

Compact integrated tank design

High yield ink bottles

Spill-free, error-free refilling

Wi-Fi & Wi-Fi Direct
Seamless setup via Epson Smart Panel
Borderless printing up to 4R
Printer Functions: Print, Scan, Copy
Print Method: On-demand inkjet (Piezoelectric) Maximum Resolution: 5760 x 1440 dpi 2 UNIT/S 2 UNIT/S
17 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 67 PACK/S 67 PACK/S

NOTE:

Delivery Term:

"ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O. "

Place of Delivery / Venue:

SLP PCO, MIDSAYAP, NORTH COTABATO

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in 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-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of South Cotabato Cluster for 2024 (LOT1)

Item Specification Statement of Compliance

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

- 1 Book paper, A4 70gsm 315 BOX/ES
 - 2 Correction Tape 5mm x 8m 62 PIECE/S
 - 3 Fastener, 70mm Plastic 10 BOX/ES
 - 4 Epson Ink 003, black 20 PIECE/S
 - 5 Epson Ink 664, black 20 PIECE/S
 - 6 Staple Wire #35 32 PIECE/S
 - 7 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 35 PAD/S
 - 8 Ballpen. 0.5 black 165 PIECE/S
 - 9 Ballpen. 0.5 blue 164 PIECE/S
 - 10 Sign pen, 0.5 black 7 PIECE/S
 - 11 Gel Ink Pen, 0.7 black 96 PIECE/S
 - 12 Gel Ink Pen, 0.7 blue 96 PIECE/S
 - 13 Stapler with Remover #35 32 PIECE/S
 - 14 All in One Printer
Print, scan, copy
Compact integrated tank design
High yield ink bottles
Spill-free, error-free refilling
Wi-Fi & Wi-Fi Direct
Seamless setup
Borderless printing up to 4R
Printer Functions: Print, Scan, Copy
Print Method: On-demand inkjet (Piezoelectric)
Maximum Resolution: 5760 x 1440 dpi 2 Unit /s
- NOTE: Delivery Term: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PO) LOCATED AT KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN PCO-KORONADAL CITY. Delivery Terms within 30 working days upon the receipt of the P.O.
Place of Delivery / Venue:
SLP PCO SOUTH COTABATO, SOUTH COTABATO GYMNASIUM, KORONADAL CITY
General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____
Signature of Bidder or Authorized Representative: _____
Name and Designation: _____
Date: _____

B. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of RPMO for 2024 (LOT2)

Item Specification Statement of Compliance

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

- 1 Pentel Pen, Black 10 PIECE/S
- 2 Epson 003, Black 20 PIECE/S
- 3 Epson 003, Cyan 10 PIECE/S
- 4 Epson 003, Magenta 10 PIECE/S
- 5 Epson 003, Yellow 10 PIECE/S
- 6 Vellum, Board A4 200Gsm, 10 sheets per pack 100 PACK/S
- 7 Binder Clip, Small 20 PIECE/S
- 8 Binder Clip, Medium 20 PIECE/S
- 9 Binder Clip, Large 10 PIECE/S

- 10 Notepad 2"x3 10 PAD/S
- 11 Notepad 3"x4 10 PAD/S
- 12 Paper Clip vinyl Jumbo 55mm 10 BOX/ES
- 13 Paper Clip vinyl Small 33mm 10 BOX/ES
- 14 Pencil Eberhard Faber's Wood clinched Bonding Technology No. 2 10 PIECE/S
- 15 Gel Ink Pen, 0.7 black 10 PIECE/S
- 16 Gel Ink Pen, 0.7 blue 10 PIECE/S
- 17 Stapler with remover #35, Durable metal stapler, Tacking & Pinning and Double duty. Weight: 0.196kg Production Dimension: 5in x 2in x 2in Material type: Metal 5 PIECE/S
- 18 Stapler Wire #35 45 BOX/ES
- 19 Staple Remover Plier Type
Stainless Steel lifting mechanism for easily lifting, gripping and removing staples
Lightweight and compact. 8 PIECE/S
- 20 Certificate Holder A4 (Not Glass) 100 PIECE/S
- 21 Power Saving Wireless Mouse 2 PIECE/S
- 22 Book paper, A4, 70Gsm 15 BOX/ES
- 23 Ruler Plastic 12inches 10 PIECE/S
- 24 Scissors 8 inches stainless steel 10 PIECE/S
- 25 Glue 130g, Elmer's Glue 2 PIECE/S
- 26 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 12 PACK/S
- 27 Rubberband 50grams small 2 BOX/ES
- 28 Scanner Wireless High-speed Desktop Scanner | 2.8-inch Touchscreen | Scans Up To 40ppm 1 Unit
- 29 Multifunction Printer Black One Size / EU Plug Colour • With Scanner • Inkjet • Wireless • Wi-Fi • USB • Cloud Ready 1 Unit
- 30 Lever Arch Top Clip, A4 5 PIECE/S
- 31 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 2 PIECE/S
- 32 Record book 200page: Hardbound covers with turned and folded edges. Weight Per pack: 200pages, 0.336kg 5 PIECE/S
- 33 Highlighter, Neon Colors 5 PIECE/S
- 34 Scotch Tape, 1", 50meters 5 PIECE/S
- 35 Ballpen, 0.5 black 10 PIECE/S
- 36 Blade Cutter Knife 6inches 2 PIECE/S
- 37 Stand File Box Color black 5 PIECE/S
- 38 Double Sided Tape 10meters 10 PIECE/S

NOTE:

Delivery Term:

NOTE: ONE TIME DELIVERY TO THE RPMD LOCATED AT KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN KORONADAL CITY. Delivery Terms within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

DSWD XII, Purok Bumanaag, Brgy. Zone III, Koronadal City

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

C. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT3)

Item Specification Statement of Compliance

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

- 1 Ballpen, 0.5 black 120 PIECE/S
- 2 Binder Clip, 19mm 5 BOX/ES
- 3 Binder Clip, 25mm 10 BOX/ES
- 4 Book Paper, A4,70gsm 490 REAM/S
- 5 Book Paper,Long,70gsm 5 REAM/S
- 6 Certificate Paper A4 5 PACK/S
- 7 Certificate Holder, A4 24 PIECE/S
- 8 Correction Tape 5mm x 8m 50 PIECE/S
- 9 Epson Ink 003, Black 112 PIECE/S
- 10 Epson Ink 003, Cyan 35 PIECE/S
- 11 Epson Ink 003, Yellow 35 PIECE/S

- 12 Epson Ink 003, Magenta 30 PIECE/S
- 13 Cannon Ink 003, Black 10 PIECE/S
- 14 Cannon Ink 003, Cyan 5 PIECE/S
- 15 Cannon Ink 003, Yellow 5 PIECE/S
- 16 Cannon Ink 003, Magenta 5 PIECE/S
- 17 Fastener, 70mm 50 BOX/ES
- 18 Folded Brown Long (100s) 300 PIECE/S
- 19 Glue 130g 5 PIECE/S
- 20 Highlighter, Neon Colors 24 PIECE/S
- 21 Lever Arch File 3", Black 10 PIECE/S
- 22 Marker, Permanent , Black , Blue , Red 24 PIECE/S
- 23 Marker, Permanent , Black 2 PIECE/S
- 24 Note Pad, 2" x 3 35 PAD/S
- 25 Note Pad, 3" x 3 35 PAD/S
- 26 Paper Clip Vinyl Jumbo 55mm 17 BOX/ES
- 27 Paper Clip Vinyl Jumbo 33mm 17 BOX/ES
- 28 Pencil, Eberhard Faber's Woodlinched Bonding Technology No.2 24 PIECE/S
- 29 Plastic Envelope, Legal 5 PIECE/S
- 30 Rubberband, 50g small 2 BOX/ES
- 31 Scissors 8" Stainless Steel 5 PAIR/S
- 32 Sharpener Desk Heavy Duty 1 PIECE/S
- 33 Gel Ink Pen, 0.7 black 120 PIECE/S
- 34 Staple Wire # 35 30 BOX
- 35 Stapler, Heavy Duty 2 PIECE/S
- 36 Stapler with Remover #35 3 PIECE/S
- 37 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 2 PIECE/S
- 38 Cork Board 40x60 2 PIECE/S
- 39 Vellum Board, Long, 10sheets per pack 2 PACK/S
- 39 All in One Printer Print, scan, copy
Compact integrated tank design
High yield ink bottles
Spill-free, error-free refilling
Borderless printing up to 4R 1 Unit
- 40 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 66 PACK/S

NOTE:

Delivery Term:

ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO, City Hall of Tacurong, Sultan Kudarat

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

D. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of SARGEN for 2024 (LOT4)

Item Specification Statement of Compliance

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

- 1 Book Paper A4, 70gsm 117 BOX/ES
- 2 Correction Tape 5mm x 8m 80 PIECE/S
- 3 Fastener, 70mm 140 BOX/ES
- 4 Epson Ink 003, black 74 PIECE/S
- 5 Epson Ink 003, magenta 36 PIECE
- 6 Epson Ink 003, blue 36 PIECE
- 7 Epson Ink 003, yellow 36 PIECE
- 8 Epson Ink 664, Black (10) 36 PIECE
- 9 Epson Ink 664, magenta 14 PIECE
- 10 Epson Ink 664, blue 14 PIECE
- 11 Epson Ink 664, yellow 14 PIECE
- 12 BROTHER Compatible Toner Cartridge TN660
Guranteed High Quality Compatible Toner Cartridge
101% Brand new. NOT remanufactured or refilled.

Factory Sealed. Made with all new parts. 4 PIECE
13 Staple Wire #35 30 BOX/ES
14 Notepad, 3" x 4 70 PAD/S
15 Staple Remover #35 30 PIECE/S
16 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 96 PACK/S
17 Printer All in One
Print, Scan, Copy
Connectivity: USB/ LAN/ WIFI/ WIFI DIRECT/ LAN
Compact integrated tank design
Print speeds up to 15.5ipm for black and 8.5ipm for colour
Auto-Duplex printing
ADF capability
Epson Smart Panel
Borderless Printing up to A4 size
Warranty of 2 years of 50,000 pages, whichever comes first
Powered by Epson Heat-Free Technology 2 Unit
18 Laser Multi-function Monochrome Printer
Monochrome (Black & White Only)
Print, Scan, Copy, ADF, Wi-Fi
Automatic 2-sided print
Print up to Long/Legal
Scan/Copy up to Long/Legal via ADF Scan/Copy up to Short/A4 via flatbed glass
Toner Cartridge Powder 1 Unit
19 Sign Pen, 0.5 black 85 PIECE/S
20 Sign Pen, 0.5 blue 85 PIECE/S
21 Gel Ink Pen, 0.7 black 85 PIECE/S
22 Gel Ink Pen, 0.7 blue 85 PIECE/S
23 Puncher Heavy Duty 70mm Weight: 0.533kg Product Dimension: 6.5in x 2in x 4in Material Type: Metal 35 PIECE/S
24 Paper Cip vinyl Jumbo 55mm 70 BOX/ES
25 Paper Cip vinyl Jumbo 33mm 70 BOX/ES
26 Scissors 8" stainless steel 36 PIECE/S
27 Folder Brown Long (100pcs/ Per Ream) 35 REAM/S

NOTE:

Delivery Term:

ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO, City Hall of General Santos City

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

E. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-I for 2024 (LOT5)

Item Specification Statement of Compliance

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

1 All in One Printer

Print, scan, copy

Compact integrated tank design

High yield ink bottles

Spill-free, error-free refilling

Wi-Fi & Wi-Fi Direct

Seamless setup via Epson Smart Panel

Borderless printing up to 4R

Printer Functions: Print, Scan, Copy

Print Method: On-demand inkjet (Piezoelectric)

Maximum Resolution: 5760 x 1440 dpi 1 Unit

2 Epson Ink 664, Black 11 PIECE/S

3 Epson Ink 003, Black 38 PIECE/S

4 Epson Ink 003, Yellow 2 PIECE/S

5 Epson Ink 003, Cyan 2 PIECE/S

6 Epson Ink 003, Magenta 2 PIECE/S

7 Fastener 70mm 55 BOX/ES
8 Puncher Heavy Duty 70mm
Weight: 0.533kg
Product Dimension: 6.5in x 2in x 4in
Material Type: Metal 11 PIECE/S
9 Staple Heavy Duty with Remover #35 11 PIECE/S
10 Staple Wire #35 22 BOX/ES
11 Scissors 8" Stainless Steel 11 PIECE/S
12 Gel Ink Pen, 0.7 black 55 PIECE/S
13 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 58 PACK/S
14 Book paper, A4, 70gsm 56 BOX/ES
15 Correction Tape 5mm x 8m 33 PIECE/S
16 Paper Clip Vinyl Jumbo 55mm 33 BOX/ES
17 Folder Brown Long (100pcs/ Per Ream) 5 REAM

NOTE:

Delivery Term: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER, within 30 working days upon the receipt of the P.O.

Place of Delivery / Venue:

SLP PCO, KIDAPAWAN, NORTH COTABATO

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

Conforme:

Name of Company: _____

Signature of Bidder or Authorized Representative: _____

Name and Designation: _____

Date: _____

F. DSWD12-SLP-2024-10-023 Procurement of Office Supplies for SLP Provincial Staff of CC-II for 2024 (LOT6)

Item Specification Statement of Compliance

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

1 Ballpen, 0.5 black 35 PIECE/S
2 Ballpen, 0.7 black 35 PIECE/S
3 Book paper, A4 70gsm 400 REAM/S
4 Book paper, long 70gsm 10 REAM/S
5 Epson Ink 003, black 40 PIECE/S
6 Epson Ink 003, cyan 20 PIECE/S
7 Epson Ink 003, yellow 20 PIECE/S
8 Epson Ink 003, magenta 18 PIECE/S
9 Pencil, Eberhard Faber's Woodclinched Bonding Technology No.2 30 PIECE/S
10 Sign Pen, 0.5 black 35 PIECE/S
11 Sign Pen, 0.5 blue 35 PIECE/S
12 Gel Ink Pen, 0.7 black 35 PIECE/S
13 Gel Ink Pen, 0.7 blue 35 PIECE/S
14 Staple Wire #35 23 BOX/ES
15 Printable Sticker Paper A4 50pcs 48 PACK/S
16 All in One Printer Print, scan, copy
Compact integrated tank design
High yield ink bottles
Spill-free, error-free refilling
Wi-Fi & Wi-Fi Direct
Seamless setup via Epson Smart Panel
Borderless printing up to 4R
Printer Functions: Print, Scan, Copy
Print Method: On-demand inkjet (Piezoelectric) Maximum Resolution: 5760 x 1440 dpi 2 Unit
17 Sticky Notes Stylish Film Index PET Sign Here Arrow Flag, waterproof (with at least 5 different colors, including pink and blue) 67 PACK/S

NOTE:

Delivery Term: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER. Delivery Terms Within 30 Working Days Upon The Receipt Of The Approved P.O.

General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

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; and

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

(k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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

Line Items

Item No.	Product/Service Name	Description	Quantity UOM	Budget (PHP)
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1	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of South Cotabato Cluster for 2024 (LOT1)	1	Lot	534,319.00
2	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of RPMO for 2024 (LOT2)	1	Lot	131,223.00
3	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of Sultan Kudarat for 2024 (LOT3)	1	Lot	300,306.00
4	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of SARGEN for 2024 (LOT4)	1	Lot	464,672.00
5	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of CC-I for 2024 (LOT5)	1	Lot	149,033.00
6	OFFICE SUPPLIES, EQUIPMENT, AND CONSUMABLES	Procurement of Office Supplies for SLP Provincial Staff of CC-II for 2024 (LOT6)	1	Lot	212,096.00

Pre-bid Conference

Date	Time	Venue
23/10/2024	10:00:00 AM	DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City

Created by Loreto Jr. Vargas Cabaya

Date Created 14/10/2024

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